

**CITY OF SPARTA  
FINANCE AGENDA  
April 1, 2020**

**VIA PHONE**

**AMENDED**

**6:00 p.m.**

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of minutes of the regular meeting on February 5, 2020.**
- 3. Consideration for Transfer/Use of Defederalized Block Grant Funds**
- 4. *Consideration of Sparta Ambulance Service Agreement for 2020***
- 5. Items for Future Consideration**
- 6. 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: 3-27-2020

**CITY OF SPARTA  
FINANCE MINUTES  
February 5, 2020**

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

**ABSENT:** None

**ALSO PRESENT:** Mark Sund, Todd Fahning, Matthew Hoffland, Todd Hanson, Dennis Johnson, Booker Ferguson, Brad Gilbertson, Ed Hansen & wife, Sarah from Library

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

**A motion was made by Norm Stanek and seconded by Josh Lydon to approve the Consent Agenda consisting of the minutes of the regular meeting of January 8, 2020. Motion carried 3-0.**

Since Tom Hemmersbach is retiring on Friday, Brad would like to promote Ed Hansen to the Maintenance Supervisor position for the Park Department. Ed would be in charge of 2 full-time employees and whatever number of seasonal employees hired. Ed would report to Brad. **A motion was made by Norm Stanek and seconded by Josh Lydon to approve Ed Hansen as the Maintenance Supervisor for the Park Department. Motion carried 3-0.**

**A motion was made by Kevin Riley and seconded by Josh Lydon to approve the salary of \$57,000 for Ed Hansen as Maintenance Supervisor for the Park Department. Motion carried 3-0.**

Mark presented some changes that are being recommended for change in the Employee Handbook as it has not been updated since 2014. Some of the areas considered for change deal with Compensatory Time Off, Absences, Paid Vacation, Sick Leave, Payment of Wages and Payroll Deductions, Reimbursements, Uniform Allowance and Credit Card Use. **A motion was made by Josh Lydon and seconded by Norm Stanek to approve the recommended changes in the Employee Handbook. Motion carried 3-0.**

The City Clerk is recommending that the bartender fee schedule be changed. Renewal time is approaching and now would be a good time to change this. We have had some complaints on how we charge our fees so the Clerk did some research on how other municipalities handle their fees. We have been pro-rating the fees and it is being recommended that an up-front/non-refundable fee of \$10.00 be paid if there is a question on being approved with the remainder to be paid before getting the license, the 2 year fee will remain at \$60.00, and any new applicants that apply within the last year of the 2 year term be charged \$30.00. These changes will be effective starting July 1, 2020. **A motion was made by Norm Stanek and seconded by Josh Lydon to approve the New Bartender Fee Schedule effective July 1, 2020. Motion carried 3-0.**

Since the Police Department has been shorthanded, there are 2 officers that have been unable to use their vacation time. Booker is requesting that the 2 officers be allowed to carry over vacation hours. This would be a one-time request, would need to be used up within 90 days, and anything going forward would have to be bargained. **A motion was made by Josh Lydon and seconded by Norm Stanek to approve the carry over vacation days for the 2 officers to be used within 90 days. Motion carried 3-0.**

Section 1-22 of our Ordinances deals with Appointed Officials. Since employees are "at will" employees now, it is being recommended that the changes be made to this section in our Ordinances:

Proposed Changes

<b>Official</b>	<b>How Appointed</b>	<b>Term, Expiration</b>
Assessor	City Council	Indefinite/Per Contract
Building Inspector	City Council	Indefinite
Police Chief	Police and Fire Commission	Indefinite
City Attorney	City Council	Indefinite
City Clerk	City Council	Indefinite
City Comptroller	City Council	Indefinite
City Forester	City Council	Indefinite
Parks & Rec Director	City Council	Indefinite
Public Works Director	City Council	Indefinite
Electrical Inspector	City Council	Indefinite
Fire District Trustee	City Council Member from Public Safety Committee appointed by Mayor	Three years
Plumbing Inspector	City Council	Indefinite
Safety Inspector	City Council	Indefinite
Sanitation Superintendent	City Council	Indefinite
Treasurer	City Council	Indefinite
Deputy Treasurer	City Council	Indefinite
Water Superintendent	City Council	Indefinite
Weed Commissioner	City Council	Indefinite
Zoning Administrator	City Council	Indefinite

**A motion was made by Josh Lydon and seconded by Norm Stanek to approve the changes as presented with the exception of the Fire District Trustee making the change to yearly. Motion carried 3-0.**

The chiller at the Community Center needs to be replaced. The cost of the chiller from Trane is \$38,667.00. They will request bids for installation and they will be presented to Finance for the final decision. **A motion was made by Norm Stanek and seconded by Josh Lydon to purchase the chiller for the Community Center from Trane at a cost of \$38,667.00. Motion carried 3-0.**

There were no items mentioned for future consideration.

**A motion was made by Norm Stanek and seconded by Josh Lydon to adjourn at 6:54 p.m. Motion carried 3-0.**

Respectfully submitted,

Julie Hanson, City Clerk



Sparta Area Ambulance Service, Ltd.

618 Stelting Street

PO Box 543

Sparta WI 54656-0543

Phone 608-269-4949 Fax 608-269-8568

City of Sparta

After 45 years of needing only minimal municipal support the ambulance service is suffering serious financial shortage. In 2019 the ambulance service lost \$129,000. Obviously, we did not have cash reserves to cover this but were able to obtain bank and personal loans to maintain operation. We are also short one ambulance, our 2008 developed major engine trouble and has been sent back to the AEV factory to be refurbished and remounted on a new chassis. While expensive this saves us almost \$80,000 over the cost of a brand new unit.

Enclosed please find a copy of our annual report and two copies of our new agreement. Please sign and return one copy. This agreement will renew automatically unless you choose to go elsewhere for service. The new agreement also allows for subsidy to be adjusted annually to insure the survival of the ambulance service. At \$5.00 per capita our request is still one of the lowest in the area with statewide average being \$40 to \$45 per capita.

We appreciate your attention to this matter; I understand that your revenue may be slow in coming and would accept quarterly payments.

Sincerely

Robert Hess  
President

Enc.

2019 financial report  
2020 Ambulance Agreement

Robert Hess President/C.E.O.  
Serving La Crosse and Monroe Counties since 1973  
E-mail [ems215@centurytel.net](mailto:ems215@centurytel.net)

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# Ambulance Service Report

Year 2019



**Sparta Area Ambulance Service, Ltd.**

**618 Stelting Street**

**Sparta, Wisconsin 54656**

**Phone (608) 269-4949 Fax (608) 269-8568**

**e-mail; [staci@spartaambulance.com](mailto:staci@spartaambulance.com)**

**Established 1973**

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The ambulance service is contracted to serve 15 municipalities in Western Monroe and Eastern La Crosse Counties: The City of Sparta. Villages of; Bangor, Melvina, Norwalk, and Rockland. Townships of Adrian, Angelo, Bangor, Burns, Lafayette, Leon, Little Falls, New Lyme, Sparta and Wells. 528 square miles, approximately 24,000 residents.

We are licensed by the State of Wisconsin at the Paramedic Level. In addition to responding to accidents and medical emergencies, the ambulance service provides nursing home to hospital, hospital to hospital transports, Paramedic intercept for Basic level ambulances, standby services at structure Fires and Police Tactical events, lift assist for home bound invalids, and provides public education in emergency procedures, first aid, and CPR.

The service maintains a fleet of 4 advanced life support ambulances, with staff of 11 full time and 24 part time employees. 16 of our Paramedics are Critical Care Certified, 1 is a Nurse Practitioner, 1 is a Physician's Assistant, and 3 are RNs. We are non-union. Two crews are on duty 24/7 at the ambulance station. Local EMT/Paramedics carry pagers and may be called in to man 3<sup>rd</sup> and 4<sup>th</sup> out units as needed.

In 2019 the service responded to 2,237 calls.

Mutual Aid agreements are maintained with Tri State Ambulance La Crosse, Viroqua, Black River Falls, Fort Mc Coy, Wilton, and Tomah.

Medical director is Evan Small M.D., P.h.d.

Mayo Clinic Health System - Sparta Hospital, provides Medical Control

The Ambulance Service director is Staci Tenner



Sparta Area Ambulance Service, Ltd.  
618 Stelting Street  
PO Box 543  
Sparta WI 54656-0543

Phone 608-269-4949 Fax 608-269-8568

Dec. 31, 2019

2,237 CALLS

ASSETS \$274,848

GROSS RECEIPTS	\$956,964		
MUNICIPAL SUPPORT	20,329		
EMS GRANT	4278		
BANK DIVIDENDS	9	INCOME	\$981,580

SALARIES & WAGES	\$731,429
REPAIRS & MAINTENANCE	35,607
RENTS	3,380
TAXES & LICENSES	58,779
INTEREST PAID	13,477
DEPRECIATION	60,253
ADVERTISING	585
EMPLOYEE PENSION	9,783
EMPLOYEE BENEFITS	39,736
OTHER DEUCTIONS	157,630

UNIFORM	781	UTILITIES	7,527
GAS & OIL	38,212	OFFICE SUPPLY	20,667
INSURANCE	34,574	MEDICAL SUPPLY	30,186
PROF SERVICE	1,990	DUES, LICENSES	4,893
TELEPHONE	6,279	COMPUTER FEES	1,122
BANK FEES	5,074	SUBSCRIPTIONS	49
EMT TRAINING	2,946	50% MEALS	3,330

EXPENSE \$1,110,659

LOSS -\$129,070

LOAN AMBULANCE	\$58,704
LOAN AMBULANCE	\$40,580
LOAN EKG EQUIP.	\$61,681
LOAN BUILDING	\$39,178
LOAN BANK CREDIT	\$29,445
LOAN PERSONAL	\$93,500

LOANS \$323,088

ACCOUNTS RECEIVABLE \$417,625

CHECKBOOK \$3,269



**Ambulance Service Agreement**

**2020**

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## AMBULANCE SERVICE AGREEMENT

THIS AGREEMENT, made by and between the City of Sparta, Monroe County, Wisconsin, a Wisconsin Municipal Corporation, herein called "Municipality, and SPARTA AREA AMBULANCE SERVICE, LTD., a Wisconsin Corporation, Sparta, Wisconsin, herein call "Operator".

WITNESSETH:

WHEREAS, the Municipality and the Operator wish to formalize the terms of a ambulance service agreement, and

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties, intending hereby to be bound, do agree as follows:

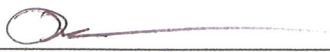
1. SERVICES TO BE PROVIDED. The Operator shall provide ambulance services to the Municipality as follows:
  - A. Hours of Service. Ambulance services shall be provided 24 hours per day and seven days per week to all parts of the municipality.
  - B. Personnel. The Operator shall comply with all applicable government regulations regarding personnel for operating ambulance service equipment and vehicles.
  - C. Equipment. The Operator shall be responsible for providing all of its own equipment, and the Operator shall comply with all applicable government regulations regarding equipment.
  - D. Communications. The Operator shall be responsible for providing its own communication services and for developing its own plan for dispatching personnel and vehicles, such plan shall be compatible the Monroe County 911 Emergency Dispatch System.
  - E. Inspection. The Municipality may inspect all operating procedures, equipment and supplies of the service, at any reasonable time. A duly authorized agent of the Municipality shall accomplish inspections.
2. SUBSIDY. For such services the Municipality shall provide the Operator an annual subsidy of \$5.00 per Capita, based on served population estimate of 9800, \$49,000.00 annually. Per Capita Subsidy may be reviewed annually.

3. AMBULANCE RATES. The Operator shall be entitled to charge the individual users of the service in accordance with its usual and customary rate schedule. The service shall have the right to increase its rates at any time as permitted by Federal and State ambulance rate restrictions.
  
4. TERM OF AGREEMENT. The term of the agreement shall be for one (1) year This agreement shall be automatically extended and renewed for successive one (1) year terms, unless either party provides written notice of non-renewal to the other party no less than thirty (30) days prior to the expiration of the initial term or the then current Renewal Term as the case may be.
  
5. INSURANCE. The Operator shall carry liability and malpractice insurance for the protection of the public from error and omissions in the performance of ambulance service, for the Municipality.
  
6. OPERATOR NOT MUNICIPALITIES AGENT. It is understood and agreed that the Operator is an independent contractor with full control over its operation subject only to the terms of this agreement. It is specifically understood and agreed that the Operator is not the agent, servant, or employee of the Municipality.
  
7. PARTIES BOUND. This agreement shall bind the parties hereto, together with their respective successors, legal representatives, heirs and assigns.

IN WITNESS WHEREOF, the duly authorized representatives of the Municipality and the Operator have hereunto set the hands and seals this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Sparta Area Ambulance Service, Ltd.

City of Sparta

By:   
 ROBERT HESS, President

By: \_\_\_\_\_  
 Mayor

By:   
 LINDA HESS, Sec.-Treasurer

By: \_\_\_\_\_  
 Clerk

Finance Committee

Wed, Apr 1, 2020 6:00 PM - 6:30 PM (CDT)

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