

**CITY OF SPARTA
PARK BOARD AGENDA
May 4, 2020**

CITY HALL

6:00 p.m.

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/545061861>

You can also dial in using your phone.
United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 545-061-861

- 1. Call meeting to order**
- 2. Consent Agenda consisting of: Minutes of April 6, 2020, Park & Rec Director's monthly report for May, monthly bills for April, River Run Report for April and 2020 Marketing Program for River Run**
- 3. Discussion of Summer Programs according to Badger Bounce Back Plan**
- 4. Consideration/Discussion of Opening of the Sparta Family Aquatics Center (COVID-19)**
- 5. Consideration/Discussion of Butterfest Softball Tournament (COVID-19)**
- 6. Consideration/Discussion of Summer Youth Sports Leagues (COVID-19)**
- 7. Consideration/Discussion of Summer Adult Sports Leagues (COVID-19)**
- 8. Consideration/Discussion of Keeping Restrooms Closed (COVID-19)**
- 9. Discussion of River Run Sparta Blue Ribbon Committee**
- 10. Items for Future Consideration**
- 11. 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: 5-1-2020

**CITY OF SPARTA
PARK BOARD MINUTES
April 6, 2020**

PRESENT: Jim Church, Josh Lydon (got on at 6:10), Matthew Hoffland, Brian Harrie, Karen Wall

ABSENT: Tony Polkoski, Cori Koch

ALSO PRESENT: Brad Gilbertson, Mark Sund, Todd Fahning, Bruce Humphrey, Ryan Snow, Ed Hanson, Garrett Geier, Kevin Riley, Kristen Gust

This meeting was held via phone conference because of COVID-19 so we are not holding this meeting face-to-face at City Hall.

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

A motion was made by Brian Harrie and seconded by Karen Wall to approve the Consent Agenda consisting of minutes of the regular meeting on March 2, 2020 meeting, Park & Rec Director's monthly report for April, 2020, and monthly bills for March. Roll call vote was taken: Jim Church, yes; Matthew Hoffland, yes; Brian Harrie, yes; Karen Wall, yes. Motion carried 4-0.

Tony Polkoski received bids, specs and alternates from Lynn Builders and Americon (All American Lumbe) to replace the deck at The Greens/River Run Golf Course. Volunteers would take out the deck boards and guard rails. The plan is to re-level the entrance to the building, get rid of the benches and replace them, and to replace the rails. The bid from Lynn Builders was \$12,850.00 and the bid from Americon was \$11,500.00. **A motion was made by Karen Wall and seconded by Brian Harrie to approve the bid from Americon in the amount of \$11,500.00. Roll call vote was taken: Karen Wall, yes; Brian Harrie, yes, Jim Church, yes; Josh Lydon, yes, Matthew Hoffland, yes. Motion carried 5-0.**

Items mentioned for future consideration were:

Blue Ribbon Committee has not been able to have a meeting as of this date.

Received 4 resume's for the Green's Keeper's position and have narrowed it down to 2.

Summer programs.

A motion was made by Josh Lydon and seconded by Brian Harrie to adjourn at 6:27 p.m. Roll call vote was taken: Jim Church, yes; Josh Lydon, yes, Brian Harrie, yes, Karen Wall, yes; Matthew Hoffland, yes. Motion carried 5-0.

Respectfully Submitted,

Julie Hanson,
City Clerk

Parks & Recreation Director's Report
May 4, 2020

Adult Softball League

League and tournament information has been sent out to those on our mailing list. League start dates are postponed at this time.

Youth Sports

We are encouraging parents to sign up for programs so when we are able to move forward with running programs we will have the participants already registered. Full refunds will be granted in the event we are not able to run a program.

Adult Fitness Classes

Classes are cancelled until further notice. We will be working on a summer schedule with hopes we can run classes again.

Pool

We have started to conduct interview over Zoom for the pool in order to be prepared for opening date. We just had a bulk CO2 tank delivered to the pool last week. This will reduce our expenses for CO2 over the summer with fewer delivers and a lower cost product. CO2 is used to lower the PH in the pool.

We will begin summer pool preparations in the next couple of weeks draining the standing water and cleaning the pool getting everything ready to open for the summer.

Misc.

All rehire letters have been sent out for the maintenance staff. Most of the crew is returning for the season and we are in the process of hiring the few positions that are open.

We continue to process refunds as rentals and programs are cancelled.

Golf Course

Brett Mullikan started on April 24th and has been checking over the course and making notes for areas of concern.

Areas that he plans to address immediately are the following.

- Reshaping of fairways
- Changing mowing pattern on fairways
- Wet area on #11/#12 – changing irrigation heads to ½ heads and reduce watering
- #3 wet area – will be shutting down irrigation heads, dig a whole and fill with rock for better draining
- Reduce the amount of water on fairways and greens- this will be a slow process as they are used to frequent watering
- He is working to price out some of the more significant work that needs to be done so we can work within our budget (sand traps, tee boxes, trails)

Over all the course is in pretty good shape after the winter. The staff has worked hard to clean up all the down tree's from the winter, wholes have been filled and seeded. We had a little snow mold around the surrounds and fairways but this in normal as those areas were not treated.

The course is currently operating and closely following the guidelines set forth by Governor Evers.

The deck has been removed and construction will be starting in the next week or so on the new deck flooring and railings.

Invoice	Date	Business Name	Description	Amount	Department
1	317298	4/13/2020 The Hardware Store	Galv. Pipe cap	11.94	Parks
2	201651	4/13/2020 All American Do It Center	Concrete	37.92	Parks
3	202095	4/13/2020 All American Do It Center	concrete	22.74	Parks
4	205915	4/13/2020 All American Do It Center	2x8, concrete, router bit	64.46	Parks
5	90491	4/13/2020 Auto Value	steel cutting wheel	3.49	Parks
6	90490	4/13/2020 Auto Value	steel cutting wheel	3.49	Parks
7	6753822	4/22/2020 Amazon	phone case, garage open	16.87	Parks
8	488325	4/21/2020 Tristate	copy	96.03	Parks
9	23687	4/23/2020 Walmart	Folders	9.94	Parks
10	150021	4/13/2020 Premier Coop	Gas	302.44	Parks
11	150022	4/13/2020 Premier Coop	Diesel	145.43	Parks
12	40520	4/13/2020 Spectrum	Phone/inter shop	62.19	Parks
13	2895	4/22/2020 B & B Plumbing	sewage pumps	3390	Parks
14	90521	4/13/2020 Auto Value	MIG Welding wire	90.99	Golf
15	98528	4/13/2020 Sparta Coop	Grass seed	121.5	Golf
16	50494	4/22/2020 Airgas	cylander lease	57.5	Golf
17	317173	4/22/2020 Post office	mail forms to Bret	8.25	Golf
18	87051	4/22/2020 State of Wisconsin DNR	water use	125	Golf
19		4/13/2020 Premier Coop	Diesel	44.12	Golf
20	150021	4/13/2020 Premier Coop	Gas	302.44	Golf
21	150022	4/13/2020 Premier Coop	Diesel	145.43	Golf
22	40520	4/13/2020 Spectrum	Phone/inter shop	62.19	Golf
23	3590402	4/13/2020 Dalco	soap, air	122.84	Golf
24	36573	4/16/2020 Service Plus Heating	Remove gas line	87	Golf
25		4/29/2020 Wisconsin State Golf Associ	Dues	200	Golf
26	20201203	4/13/2020 Carrico Aquatics Resources	1 of 4	4798	Parks
27					
28					
29					
30				10332.2	
31					
32					

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Wednesday, April 1, 2020

To: Wednesday, April 29, 2020

Item #	Description	Qty	Sales	Cost	Margin %
Department: River Run Sparta					
Sub-Department: Golf Course Revenue					
Item Category: Green Fees					
Item Type: River Run Sparta					
1278	Reciprocal Dues	2	\$0.00	\$0.00	0.00
2121	Spring - Fall Special	1	\$28.44	\$0.00	100.00
2269	Spring - Fall 9	80	\$909.60	\$0.00	100.00
2270	Spring - Fall 18	25	\$450.25	\$0.00	100.00
River Run Sparta Total:		108	\$1,388.29	\$0.00	100.00
Item Sub-Category: Member Rounds					
Item Type: River Run Sparta					
1723	Junior 6-10	1	\$4.74	\$0.00	100.00
River Run Sparta Total:		1	\$4.74	\$0.00	100.00
Member Rounds Total:		1	\$4.74	\$0.00	100.00
Item Sub-Category: Packaged Items					
1037	Cart Shed Annual - Gas	59	\$21,240.00	\$0.00	100.00
1038	Cart Shed Annual - Electric	9	\$3,510.00	\$0.00	100.00
Packaged Items Total:		68	\$24,750.00	\$0.00	100.00
Green Fees Total:		177	\$26,143.03	\$0.00	100.00
Item Category: Driving Range Rev.					
Item Type: River Run Sparta					
1230	Range Pass 2019	1	\$137.44	\$0.00	100.00
River Run Sparta Total:		1	\$137.44	\$0.00	100.00
Driving Range Rev. Total:		1	\$137.44	\$0.00	100.00
Item Category: Accounting					
Item Type: River Run Sparta					
1167	Miscellaneous	1	\$10.00	\$0.00	100.00
River Run Sparta Total:		1	\$10.00	\$0.00	100.00
Item Sub-Category: Association Fees					
1040	Men's Association Fees	65	\$1,950.00	\$0.00	100.00
1041	Women's Association Fees	20	\$600.00	\$0.00	100.00
Association Fees Total:		85	\$2,550.00	\$0.00	100.00
Item Sub-Category: Cart Fees					
Item Type: River Run Sparta					
1018	Cart - 18 Holes Nm	2	\$37.92	\$0.00	100.00
2267	Cart - 18 Holes Member	1	\$14.22	\$0.00	100.00
River Run Sparta Total:		3	\$52.14	\$0.00	100.00
Cart Fees Total:		3	\$52.14	\$0.00	100.00
Accounting Total:		89	\$2,612.14	\$0.00	100.00
Golf Course Revenue Total:		267	\$28,892.61	\$0.00	100.00
Sub-Department: Membership					
Item Category: Accounting					
1694	Dues - Young Professional	3	\$1,395.00	\$0.00	100.00
Item Sub-Category: Donations					
1042	Flower Bed Fund	28	\$262.00	\$0.00	100.00
Donations Total:		28	\$262.00	\$0.00	100.00
Item Sub-Category: 2011 Dues					
1020	Dues - Single Adult	61	\$45,750.00	\$0.00	100.00
1024	Dues - Family	25	\$28,125.00	\$0.00	100.00
1026	Dues - Limited Play	8	\$4,920.00	\$0.00	100.00
1028	Dues - Student	5	\$775.00	\$0.00	100.00
1030	Dues - College Student	5	\$1,450.00	\$0.00	100.00
1032	Dues - Junior	3	\$222.00	\$0.00	100.00
2011 Dues Total:		107	\$81,242.00	\$0.00	100.00
Accounting Total:		138	\$82,899.00	\$0.00	100.00
Membership Total:		138	\$82,899.00	\$0.00	100.00
Sub-Department: Unearned Revenue					
Item Category: Green Fees					
Item Sub-Category: Services					
1036	Trail User's Fee	74	\$15,910.00	\$0.00	100.00
Services Total:		74	\$15,910.00	\$0.00	100.00
Green Fees Total:		74	\$15,910.00	\$0.00	100.00
Item Category: Accounting					
Item Sub-Category: Rentals					

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Wednesday, April 1, 2020

To: Wednesday, April 29, 2020

Item #	Description	Qty	Sales	Cost	Margin %
1039	Locker Rental	7	\$336.00	\$0.00	100.00
	Rentals Total:	<u>7</u>	<u>\$336.00</u>	<u>\$0.00</u>	<u>100.00</u>
	Accounting Total:	<u>7</u>	<u>\$336.00</u>	<u>\$0.00</u>	<u>100.00</u>
	Unearned Revenue Total:	<u>81</u>	<u>\$16,246.00</u>	<u>\$0.00</u>	<u>100.00</u>
	River Run Sparta Total:	<u>486</u>	<u>\$128,037.61</u>	<u>\$0.00</u>	<u>100.00</u>

Advertisement Options

La Crosse Tribune Ads- (3 Month Minimum)

Option 1) \$678/mo: 2 – 2 column (3.223”) x 4” per week, color print ads + 20,000 high impact digital ads per month. (each week you can change your print copy if you want)

Option 2) \$874/mo: 2 – 2 column (3.223”) x 7” per week, color print ads + 27,000 high impact digital ads per month. (each week you can change your print copy if you want)

Can switch ad weekly (coupon?) similar to our Pay for 9 Play 18 we did couple years ago.

COW 97 Ad



Golf Course Promotion # 1



- Receive 20 (:30) second ads on COW
1290 AM

97, ESPN 105.5 FM & ESPN

- Website Exposure on COW97.COM and ESPNLACROSSE.COM

- Facebook Blast

- You decide what message you want to share

*Total Value - \$995

*Your Investment - \$750

Golf Course Promotion # 2



- Receive 12 (:30) second ads on COW 97, ESPN 105.5 FM & ESPN 1290 AM

- Website Exposure on COW97.COM and ESPNLACROSSE.COM

- Facebook Blast

- You decide what message you want to share

*Total Value - \$595

*Your Investment - \$395

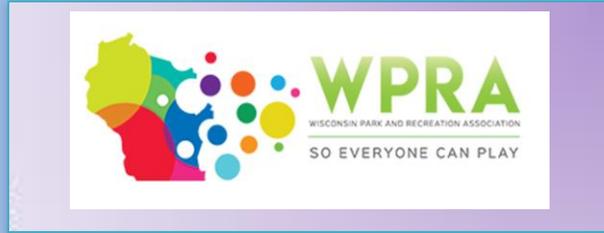
Charter Commercial

Jun 20	Jul 20	Aug 20	Sep 20
\$730.00	\$738.00	\$878.75	\$710.25
\$730.00	\$738.00	\$878.75	\$710.25
674	738	776	651

Flexible on what we do with this schedule and the dates we run it. Can put what we would like on the ads. The preview we had last month does not have to be the commercial. Just something they had from last year.

Number on the bottom being the amount of ads run that month spread out through different networks like Discovery, CNN, CMT, FS1, Fox Sports Wisconsin, GOLF, TNT and NBC Sports Network throughout a variety of times.

None of these are final, just ideas and things brought to us over the last couple months. Advertisement kind of was on halt for a month or more with the COVID-19 pandemic. Trying to find the best spots to do with kind of the late start.



WPRA COVID-19 Discussion - Starting at 12:00pm daily

March 27 - April 24, 2020

Topic: AQUATICS

112 Members Attended

Aquatics Discussion Meeting Minuets

Plug for awards

Rec Section wanted to remind everyone to get their nominations in for professional, young professional, and Silver Star awards! Forms can be found at <https://www.wpraweb.org/awards-recognition>
#PotyAward If you have any questions email manderson@ci.cedarburg.wi.us

Question: Any closer to deciding date

- Not looking good
- Waiting game

Schools closed June 30th – school districts

- Access to school buildings
- Moving indoor swim lessons into August
- Many loosing 1st 2 sessions of lessons

June 30th

- Scenarios – abiding by 10 person or 50 person rule?
- **X Factor - Health department will not license pools or permit**
- Open swim doesn't look good at all with 10 or 50 person limits
- Alternatives: Family group/Swim lessons as alternative
 - o 1-3 kids
 - o Parents must be in water Level 3 and under
- Pools will be a state wide decision not by county or municipality – share concerns!!!
- Link: https://wedc.org/wp-content/uploads/2020/03/BCD_Program-Map_20.pdf
- Went over letter that WPRA has generated to send to legislation in efforts to alleviate restrictions for all professional operations. (i.e. Aquatics, Parks, Recreation, Summer Camps, Playgrounds, etc.)
- Some counties have deemed pre-season maintenance as essential so can start in May.
- Discussion on treated water vs non-treated water

- Non treated Water
 - No specific findings yet that say it is safe to swim in or not with virus
- Inflatables will be used unless told otherwise due to restrictions with cleaning and staffing
- **Midwest regional meeting that was held a couple weeks ago is having a follow up meeting on Zoom 4-28 at 10 am. It is on Zoom meeting ID 918 5109 9789 Password 262579**
- **This link will take you to a very informative video on Lifeguard protocols in regards o COVID 19. Hosted by an Aquatic Professional/ER Doctor**
<https://www.facebook.com/joey.rusnak/videos/10156798979347364/>
- **Wednesday, April 29, 10:00 AM North Texas Aquatic Association**
 Description: <https://zoom.us/j/611685825> link for next Wednesday
- **Chairs and equipment**
 - Ideas in marking if chairs were disinfected or not
 - **Allow:**
 - Organizations to use chairs?
 - People to bring own chairs?
- Concessions
 - Limited
 - Don't offer
 - Pre-packaged only
 - Stated that it would be up to operator to choose how concessions is ran
- Discussion of refunds for "fecal" accidents
 - Some refund
 - Some give rain check slip/courtesy passes
- **Lifeguard Authority Facebook Discussion**
 - <https://www.facebook.com/joey.rusnak/videos/10156798979347364/>

**WPRA COVID-19
April 13, 2020
Summer Athletics**

Thank you for participating in our discussion today about summer athletics. The link below is information about how parks and recreation has a unique opportunity to reclaim youth sports and youth sports relief legislation.

<https://www.aspenprojectplay.org/coronavirus-and-youth-sports>

Most organizations are moving forward as scheduled with summer activities until more information is released on how restrictions will be gradually lifted.

Scholarship requests may increase due to the number of unemployed people or those that rely on their small business income.

Sponsorships and policies for athletic team registrations are being relaxed to allow for participation.

Badgers summer sport camps are cancelled this summer 73 camps to be precise.

If communities still offer activities some things to consider are number of participants, disinfecting equipment regularly, "team" balls for softball/baseball (team only uses their own balls", modifying schedules to double headers or multi-night play or weekends.

Aspen Institute for Sports has a webinar scheduled on 4/15 - visit their website (same as the one listed above) <https://www.aspenprojectplay.org/coronavirus-and-youth-sports>

Stay healthy and safe everyone:)

2020 Summer Programming Ideas

1. **Low number sport skill clinics**
 - a. 7-9 participants, 1-2 instructors.
 - b. Softball, Baseball, Soccer, volleyball, basketball, football, etc.
 - c. Outdoor pickleball limited numbers.
 - i. Will it be tough to enforce?
 - ii. Sign up for certain times and days.
 - iii. One staff would have to monitor.
 - d. Limited swim team numbers.
 - i. Tryouts.
 - ii. Multiple sessions (Tue, Thur)(Mon, Wed).
 - e. 4 person volleyball(adult).
 - i. Spread them out if we want to have multiple courts.
 - f. 2 on 2 outdoor grass or sand volleyball league.
2. **Virtual Recreation Center (ex: <https://www.waukeganparks.org/virtual/>).**
 - a. City Scavenger Hunt to promote local parks and business.
 - b. Virtual Sport Specific Skills Lessons (play at home).
 - i. Virtual Spring Training (Ages 3-16).
 1. For example: Youth will focus on their hitting, throwing, fielding, and base-running skills while becoming a successful and good teammate. Lessons will be held from Monday, April 20 to Friday, April 24 from 2:30pm to 3:30pm.
 - ii. Virtual All-Around Basketball Skills (Ages 3-16).
 1. For example: Youth will focus on their handling, shooting, defensive/rebounding, and offensive skills while becoming a successful and good teammate. Lessons will be held from Monday, April 13 to Friday, April 17 from 2:30pm to 3:30pm.
 - c. Virtual Fitness Classes(free).
 - i. Would instructors volunteer?(Ryan will look into it).
3. **Sport Equipment Rentals:** Customers will have the opportunity to rent sport specific equipment online and pick-up curbside. Renter will pay upfront for the cost of the equipment as a deposit and if we do not get the equipment back we will keep the deposit.
 - a. Softball/Baseball Kit: Bat, balls, helmet, etc.
 - b. Soccer Kit: Ball & cones.
 - c. Volleyball Kit: Ball.
 - d. Football: Ball, cones, kicking tee.

4. Virtual 5k, Half Marathon & Marathon

- a. Participation T-shirts.
- b. Minimum Cost just to cover shirts to support P&P.
- c. Online Registration.
- d. Email in results.
- e. Cumulative results will be posted on Sparta Parks & Rec website.

Areas of concern

Big question will be the rules on touching the certain types of bats, balls, gloves, helmets etc.

How often will we need to disinfect?

Will there be a 6 feet apart rule in place?

Waiver and Important Information

You are solely responsible for determining if you or your minor child/ward is physically fit and/or adequately skilled for the activities associated with this virtual activity. If this activity requires physical activity, you should consult your physician or other health care professional before starting this or any other fitness program to determine if it is right for your needs. If you experience faintness, dizziness, pain or shortness of breath at any time you should stop immediately. If you choose to partake in this virtual activity, you do so at your own risk and understand that you are responsible for ensuring a safe environment for the activity. If this activity requires physical activity, you acknowledge that the exercises carry an inherent risk of physical injuries. To the extent permitted by law, the Sparta Parks & Recreation Department and its affiliates disclaim any and all liability in connection with all our virtual activities and any instructions and advice provided.

River Run (RR) Golf Course Advisory Committee met via Zoom on 13 April 2020 at 11:00 am.

Committee Members: Kris Brieske, Garrett Geier, Lauren Zucco, Ryan Snow and Carol Olson.

Purpose is to serve as group bringing concerns that the Committee sees or that are brought to our attention by other members about the course and/or club house, discuss as a group, prioritize and submit the concerns with possible resolutions to the Parks and Recreation Board (P&R Board). Committee understands that recommendations may need to be added to the short or long-range plan(s) for achieving goals.

Garrett informed committee on hire of the Greens Keeper, Mr. Bret Mullikin. Committee would like to include Mr. Mullikin not as a member of the committee but as a representative in providing a link between the committee and the River Run Golf Course/P&R Board.

Committee discussed the window that requires replacing in Pro Shop Area and the deck replacement. Garrett informed committee that deck is in process of being replaced and water issue with ramp is also being taken care of. No current status of the window. Committee also wondering on status of Short and Long-Term Plans.

Ryan mentioned using black tubing to be put around the trunks of the newly planted trees to help protect the trees, the tubing expands with the growth of the trees. Garrett said that during interviews tubing was mentioned and we should use white tubing. The black tubing gets too hot in the summer and can restrict proper growth. Ryan said he would discuss with Chris Barlow and check with Bret once he's on board.

RR Advisory Committee
Kris Brieske