

**CITY OF SPARTA
PARK BOARD AGENDA
July 12, 2021**

CITY HALL

6:00 P.M.

- 1. Call meeting to order by City Clerk**
- 2. Election of a Chairman**
- 3. Consent Agenda consisting of: Minutes of April 12, 2021, Park & Rec Director's monthly report for July, 2021, monthly bills for April, May, and June, 2021, and Maintenance Supervisor Report for June & July and River Run reports for March and April.**
- 4. Consideration of Removal of Pine Tree in front of #5 green**
- 5. Consideration of Korean War Monument to be placed in Blyton Park**
- 6. Items for Future Consideration**
- 7. Motion to go into closed session per Wis. Stats. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Re: The Greens Restaurant**
- 8. Motion to return to Open Session**
- 9. Consideration of Proposed Hours for The Greens Restaurant**
- 10. 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: 7-9-2021

CITY OF SPARTA
PARK BOARD MINUTES
April 12, 2021

PRESENT: Jim Church, Josh Lydon, Matthew Hoffland, Brian Harrie, Alan Olson

ABSENT: Marcus Novak, Cory Bowser

ALSO PRESENT: Brad Gilbertson, Mark Sund, Todd Fahning, Kevin Riley, Mark Van Wormer, Ed Hansen, Ryan Pawlisch, Brett from the Golf Course, citizens

Jim Church called the meeting to order at 6:06 p.m.

A motion was made by Matthew Hoffland and seconded by Josh Lydon to approve the Consent Agenda consisting of minutes of the regular meeting on January 4, 2021, Park & Rec Director's monthly report for April, monthly bills for January, February and March, 2021, and Maintenance Supervisor Report for April. Motion carried 5-0.

Ed and Brett put together a list of projects for the Golf Course and passed it out to the Board members to go over. They would like the Board's guidance on what projects they feel should be done first. Some items listed were: tee box issues, sand trap issues, cart path issues, bridge problems, drain in #6 tee. An idea presented was to put together a short survey with the top 5 items listed and hand out to the golfers to fill out and turn in. They are looking to take care of items within their budget and timeframe to get some of the concerned items taken care of.

Brad advised the Board that the playground equipment in Memorial Park is in dire need of replacement. To repair some of these items would be quite costly. Buck Engel was at this meeting and he would like to start a "dream park" fundraiser with some students. The Board advised him to go ahead with that plan and bring in some designs.

Some of the park shelters are in need of repair as they are deteriorating. There was an idea mentioned about having a sponsor for a shelter, like the adopt a highway projects. An organization or business could take care of the maintenance of a shelter for a term of 3 – 5 years by sponsoring a shelter. The Board said to move forward with the idea and bring back information on the process for review.

Ryan has been working on a pool mitigation opening plan. The pool will be open at 50% capacity. His plan covers a sanitation plan, social distancing plan, a plan for swimming lessons, staffing and concession stand. Masks will not be required at the facility. They will be following CDC recommendations and they will adjust as conditions come up. **A motion was** made by Josh Lydon and seconded by Matthew Hoffland to approve the pool mitigation opening plan as presented. Motion carried 5-0.

There were no items mentioned for future consideration.

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A motion was made by Josh Lydon and seconded by Matthew Hoffland to adjourn at 6:546p.m. Motion carried 5-0.

Respectfully Submitted,

Julie Hanson,
City Clerk

Parks & Recreation Director's Report
July 12, 2021

Adult Softball League

Leagues have been running well with minimal rain outs.

Adult Fitness Classes

Summer classes are traditionally smaller than the rest of the year. We hope to have classes rebound in the fall. The water classes are the biggest hit in the summer and we have many request for year round classes however we have not been able to get local hotels to allow us into their pools.

4 vs. 4 Volleyball and Co-Ed Softball Tournament

We have started taking registrations for our 3rd Annual 4 vs 4 Co-Ed Grass Volleyball Tournament and will be adding a Co-Ed Softball Tournament on September 17-18th. We had a good response to the Volleyball Tournament last year and hope that we have a good response to both this season.

Softball Tournaments

We only had 6 teams sign up for our July men's tournament and things are not looking very good for the women's tournament. Flyers are emailed out to past participants, emailed to other parks and recreation agencies and put out on softball web forums and Facebook pages.

Summer Recreation:

Total 315+ kids in youth recreation this summer!!

- Travel Softball (10U Gold, 10U Cardinal, 12U, 14U & 18U)
 - 5 teams, 67 girls
- Rec Softball (8U Rookie)
 - 4 teams, 36 girls
- Kindergarten Ragball - 26 kids
- Rec Baseball (8U Rookie & 3rd -6th grade)
 - 8 teams, 94 boys
- Gymnastics (9 classes available, 92 kids)
- Gymnastics Day Camp (4 sessions Available)

Fall Recreation:

Registration is open for the following programs.

- Flag Football
- Tackle Football
- Traveling Volleyball
- Recreation Volleyball
- Soccer
- Gymnastics
- Archery
- Traveling Basketball

Sparta Family Aquatics Center

Mechanically the pool has been operating as it should be. We have some maintenance items we are working on getting repaired. We have tried to source tubes from 2 different locations to be told they are sold out. We have enough double tubes but are low on single tubes. The low dive has proven difficult to find the correct replacement parts. Steps for the ladders are also becoming

increasing difficult to locate and or extremely expensive. We will continue to search for parts and make repairs to the pool as we can.

Staffing at the pool has been a challenge, we have a very young staff that brings with it significant restrictions on hours they are able to work, time of day and number of days. We just trained and promoted several staff to become lifeguards but it may be needed in the future to adjust the open hours so that we follow the labor laws for 15 year old employees.

Golf Course Blue Ribbon

We have met several times with the committee and things are working well with this group. They have provided feedback to our staff regarding which tee boxes they feel need the most improvements, what areas of the cart paths we can remove/change, etc. We have some detailed reports from them for our staff to work off of regarding repairs and upgrades to the course as money allows. We will continue to work with the group regarding updates at River Run Sparta.

Maintenance Supervisor Report

June 1, 2021

Golf Course

- Treated entire course for broad leaf and crab grass.
- Continue to spray greens, tees, and fairways for fungicide.
- We have eliminated a flower bed by 14 tee box area.
- Fertilized fairways.
- All of part time employees are back to work

Parks

- Treated all parks for broad leaf and crab grass.
- Water is turned back on in all rest rooms, concession stand, pool.

Maintenance Supervisor Report

July 1, 2021

Golf Course

- Verticut greens twice.
- Verticut fairways 10 and 16.
- Continue to spray greens, tees, and fairways for fungicide.
- Aerated and seeded around sand trap by 10 green.
- Aerated and seeded the old sand trap areas by 4 fairway and 4 green.
- Aerated and seeded gold tee boxes on 12, 17 and 18.
- Eliminated sand trap on right side of 9 fairway.
 - Removed sand and filled in traps on holes 3, 6 and 8.

Parks

- Replaced roof on shelter 5.
- Installed bases and put new screenings down at West Side ball field.
- Removed fence in preparation of new fence being installed on diamonds 1, 3 and 4.
 - New fence was installed by contractor and we finished landscaping and seeding.
- Installed bike repair station at welcome center.

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Thursday, April 1, 2021

To: Wednesday, April 28, 2021

Item #	Description	Qty	Sales	Cost	Margin %
Department: River Run Sparta					
Sub-Department: Golf Course Revenue					
Item Category: Green Fees					
1585	Great River Trail Pass	141	\$0.00	\$0.00	0.00
1634	Super Fall Special	14	\$0.00	\$0.00	0.00
Item Type: River Run Sparta					
1278	Reciprocal Dues	70	\$0.00	\$0.00	0.00
2121	Spring - Fall Special	288	\$8,190.72	\$0.00	100.00
2258	Spring- Fall 9 W/cart	213	\$4,038.48	\$0.00	100.00
2269	Spring - Fall 9	99	\$1,125.63	\$0.00	100.00
2270	Spring - Fall 18	104	\$1,873.04	\$0.00	100.00
River Run Sparta Total:		774	\$15,227.87	\$0.00	100.00
Item Sub-Category: Member Rounds					
1058	Member 18	169	\$0.00	\$0.00	0.00
Item Type: River Run Sparta					
1723	Junior 6-10	6	\$28.44	\$0.00	100.00
River Run Sparta Total:		6	\$28.44	\$0.00	100.00
Member Rounds Total:		175	\$28.44	\$0.00	100.00
Item Sub-Category: Packaged Items					
1037	Cart Shed Annual - Gas	9	\$3,340.00	\$0.00	100.00
1038	Cart Shed Annual - Electric	4	\$1,635.00	\$0.00	100.00
Packaged Items Total:		13	\$4,975.00	\$0.00	100.00
Item Sub-Category: Weekday Rounds					
1051	Weekday 18	1	\$24.64	\$0.00	100.00
Weekday Rounds Total:		1	\$24.64	\$0.00	100.00
Item Sub-Category: Weekend Rounds					
1052	Weekend 18	1	\$27.49	\$0.00	100.00
Weekend Rounds Total:		1	\$27.49	\$0.00	100.00
Item Sub-Category: Twilight Rounds					
1045	Twilight 18	14	\$132.72	\$0.00	100.00
Twilight Rounds Total:		14	\$132.72	\$0.00	100.00
Green Fees Total:		1,133	\$20,416.16	\$0.00	100.00
Item Category: Cart Revenue					
Item Sub-Category: Cart Fees					
1285	Pull Cart	1	\$3.00	\$0.00	100.00
Cart Fees Total:		1	\$3.00	\$0.00	100.00
Cart Revenue Total:		1	\$3.00	\$0.00	100.00
Item Category: Driving Range Rev.					
Item Type: River Run Sparta					
1230	Range Pass 2019	5	\$687.20	\$0.00	100.00
River Run Sparta Total:		5	\$687.20	\$0.00	100.00
Item Sub-Category: Driving Range					
1059	Range - Small Basket	85	\$241.40	\$0.00	100.00
1060	Range - Medium Basket	75	\$284.25	\$0.00	100.00
1061	Range - Large Basket	248	\$1,175.52	\$0.00	100.00
Driving Range Total:		408	\$1,701.17	\$0.00	100.00
Driving Range Rev. Total:		413	\$2,388.37	\$0.00	100.00
Item Category: Golf Merchandise					
Item Sub-Category: Balls					
Item Type: River Run Sparta					
2334	3 For \$6 Titleist	1	\$5.69	\$5.00	12.13
2337	6 For \$10 Titleist	5	\$47.40	\$45.00	5.06
River Run Sparta Total:		6	\$53.09	\$50.00	5.82
Balls Total:		6	\$53.09	\$50.00	5.82
Item Sub-Category: Lessons					
2076	Junior Lesson 2019	1	\$30.00	\$0.00	100.00
Lessons Total:		1	\$30.00	\$0.00	100.00
Golf Merchandise Total:		7	\$83.09	\$50.00	39.82
Item Category: Rental-Service-Other					
Item Sub-Category: Rentals					
1062	Rental Clubs	30	\$284.40	\$0.00	100.00
Rentals Total:		30	\$284.40	\$0.00	100.00
Rental-Service-Other Total:		30	\$284.40	\$0.00	100.00
Item Category: Accounting					

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Thursday, April 1, 2021

To: Wednesday, April 28, 2021

Item #	Description	Qty	Sales	Cost	Margin %
Item Sub-Category: Association Fees					
1040	Men's Association Fees	17	\$510.00	\$0.00	100.00
1041	Women's Association Fees	4	\$120.00	\$0.00	100.00
Association Fees Total:		21	\$630.00	\$0.00	100.00
Item Sub-Category: Cart Fees					
Item Type: River Run Sparta					
1018	Cart - 18 Holes Nm	102	\$1,799.34	\$0.00	100.00
1043	Cart - 9 Holes Nm	94	\$891.12	\$0.00	100.00
2266	Cart - 9 Holes Member	34	\$290.02	\$0.00	100.00
2267	Cart - 18 Holes Member	37	\$526.14	\$0.00	100.00
River Run Sparta Total:		267	\$3,506.62	\$0.00	100.00
Cart Fees Total:		267	\$3,506.62	\$0.00	100.00
Accounting Total:		288	\$4,136.62	\$0.00	100.00
Golf Course Revenue Total:		1,872	\$27,311.64	\$50.00	99.82
Sub-Department: Merchandise					
Item Category: Golf Merchandise					
Item Sub-Category: Balls					
Item Type: River Run Sparta					
1147	Logo Balls - River Run	16	\$30.40	\$12.96	57.37
River Run Sparta Total:		16	\$30.40	\$12.96	57.37
Balls Total:		16	\$30.40	\$12.96	57.37
Item Sub-Category: Cart Fees					
1772	Ride-Along Fee	9	\$45.00	\$0.00	100.00
Cart Fees Total:		9	\$45.00	\$0.00	100.00
Item Sub-Category: Headwear					
1800	Titleist River Run Logo Hats	1	\$19.54	\$15.09	22.77
Headwear Total:		1	\$19.54	\$15.09	22.77
Item Sub-Category: Mens Apparel					
1840	Gn Men's Outerwear Full Zip	1	\$35.99	\$30.67	14.78
1844	Gn Men's Polo K428	1	\$33.74	\$23.76	29.58
Mens Apparel Total:		2	\$69.73	\$54.43	21.94
Golf Merchandise Total:		28	\$164.67	\$82.48	49.91
Item Category: Accounting					
Item Type: River Run Sparta					
1156	Gas	26	\$230.88	\$0.00	100.00
River Run Sparta Total:		26	\$230.88	\$0.00	100.00
Accounting Total:		26	\$230.88	\$0.00	100.00
Merchandise Total:		54	\$395.55	\$82.48	79.15
Sub-Department: Membership					
Item Category: Accounting					
1694	Dues - Young Professional	3	\$1,470.00	\$0.00	100.00
Item Sub-Category: Donations					
1042	Flower Bed Fund	4	\$35.00	\$0.00	100.00
Donations Total:		4	\$35.00	\$0.00	100.00
Item Sub-Category: 2011 Dues					
1020	Dues - Single Adult	12	\$9,200.00	\$0.00	100.00
1024	Dues - Family	2	\$2,300.00	\$0.00	100.00
1028	Dues - Student	5	\$875.00	\$0.00	100.00
1030	Dues - College Student	6	\$1,890.00	\$0.00	100.00
1032	Dues - Junior	3	\$297.00	\$0.00	100.00
2011 Dues Total:		28	\$14,562.00	\$0.00	100.00
Accounting Total:		35	\$16,067.00	\$0.00	100.00
Membership Total:		35	\$16,067.00	\$0.00	100.00
Sub-Department: Unearned Revenue					
Item Sub-Category: Gift Certificates					
1008	Gift Certificate - Issued	2	\$40.00	\$0.00	100.00
Gift Certificates Total:		2	\$40.00	\$0.00	100.00
Item Category: Green Fees					
Item Sub-Category: Services					
1036	Trail User's Fee	13	\$2,795.00	\$0.00	100.00
Services Total:		13	\$2,795.00	\$0.00	100.00
Green Fees Total:		13	\$2,795.00	\$0.00	100.00
Item Category: Golf Merchandise					
Item Sub-Category: Cart Fees					

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Thursday, April 1, 2021

To: Wednesday, April 28, 2021

Item #	Description	Qty	Sales	Cost	Margin %
Item Type: River Run Sparta					
2118	Tournament Cart Fee	7	\$70.00	\$0.00	100.00
River Run Sparta Total:		7	\$70.00	\$0.00	100.00
Cart Fees Total:		7	\$70.00	\$0.00	100.00
Golf Merchandise Total:		7	\$70.00	\$0.00	100.00
Item Category: Accounting					
Item Sub-Category: Rentals					
1039	Locker Rental	3	\$144.00	\$0.00	100.00
Rentals Total:		3	\$144.00	\$0.00	100.00
Accounting Total:		3	\$144.00	\$0.00	100.00
Unearned Revenue Total:		25	\$3,049.00	\$0.00	100.00
River Run Sparta Total:		1,986	\$46,823.19	\$132.48	99.72

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Monday, March 1, 2021

To: Wednesday, March 31, 2021

Item #	Description	Qty	Sales	Cost	Margin %
Department: River Run Sparta					
Sub-Department: Golf Course Revenue					
Item Category: Green Fees					
1824	Tournament Fee	1	\$395.00	\$0.00	100.00
Item Sub-Category: Packaged Items					
1037	Cart Shed Annual - Gas	96	\$34,560.00	\$0.00	100.00
1038	Cart Shed Annual - Electric	17	\$6,630.00	\$0.00	100.00
Packaged Items Total:		113	\$41,190.00	\$0.00	100.00
Item Sub-Category: Weekday Rounds					
1051	Weekday 18	2	\$49.28	\$0.00	100.00
Weekday Rounds Total:		2	\$49.28	\$0.00	100.00
Item Sub-Category: Twilight Rounds					
1045	Twi-Mil-Sen 18	2	\$43.60	\$0.00	100.00
Twilight Rounds Total:		2	\$43.60	\$0.00	100.00
Item Sub-Category: Group Rounds					
Item Type: River Run Sparta					
2054	Group Golfer	662	\$10,426.50	\$0.00	100.00
River Run Sparta Total:		662	\$10,426.50	\$0.00	100.00
Group Rounds Total:		662	\$10,426.50	\$0.00	100.00
Green Fees Total:		780	\$52,104.38	\$0.00	100.00
Item Category: Driving Range Rev.					
Item Type: River Run Sparta					
1230	Range Pass 2019	7	\$962.08	\$0.00	100.00
River Run Sparta Total:		7	\$962.08	\$0.00	100.00
Item Sub-Category: Driving Range					
1059	Range - Small Basket	1	\$2.84	\$0.00	100.00
1060	Range - Medium Basket	6	\$22.74	\$0.00	100.00
1061	Range - Large Basket	30	\$142.20	\$0.00	100.00
Driving Range Total:		37	\$167.78	\$0.00	100.00
Driving Range Rev. Total:		44	\$1,129.86	\$0.00	100.00
Item Category: Golf Merchandise					
Item Sub-Category: Lessons					
2076	Junior Lesson 2019	1	\$30.00	\$0.00	100.00
Lessons Total:		1	\$30.00	\$0.00	100.00
Golf Merchandise Total:		1	\$30.00	\$0.00	100.00
Item Category: Accounting					
Item Sub-Category: Association Fees					
1040	Men's Association Fees	117	\$3,510.00	\$0.00	100.00
1041	Women's Association Fees	19	\$570.00	\$0.00	100.00
Association Fees Total:		136	\$4,080.00	\$0.00	100.00
Accounting Total:		136	\$4,080.00	\$0.00	100.00
Golf Course Revenue Total:		961	\$57,344.24	\$0.00	100.00
Sub-Department: Membership					
Item Category: Accounting					
1694	Dues - Young Professional	21	\$9,765.00	\$0.00	100.00
Item Sub-Category: Donations					
1042	Flower Bed Fund	57	\$492.00	\$0.00	100.00
Donations Total:		57	\$492.00	\$0.00	100.00
Item Sub-Category: 2011 Dues					
1020	Dues - Single Adult	136	\$102,000.00	\$0.00	100.00
1024	Dues - Family	30	\$33,750.00	\$0.00	100.00
1026	Dues - Limited Play	19	\$11,685.00	\$0.00	100.00
1028	Dues - Student	9	\$1,395.00	\$0.00	100.00
1030	Dues - College Student	4	\$1,160.00	\$0.00	100.00
1032	Dues - Junior	4	\$296.00	\$0.00	100.00
2011 Dues Total:		202	\$150,286.00	\$0.00	100.00
Accounting Total:		280	\$160,543.00	\$0.00	100.00
Membership Total:		280	\$160,543.00	\$0.00	100.00
Sub-Department: Unearned Revenue					
Item Sub-Category: Gift Certificates					
1008	Gift Certificate - Issued	1	\$100.00	\$0.00	100.00
1009	Gift Certificate - Redeemed	3	(\$450.00)	\$0.00	0.00
Gift Certificates Total:		4	(\$350.00)	\$0.00	0.00
Item Category: Green Fees					

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Monday, March 1, 2021

To: Wednesday, March 31, 2021

Item #	Description	Qty	Sales	Cost	Margin %
Item Sub-Category: Services					
1036	Trail User's Fee	124	\$26,660.00	\$0.00	100.00
Services Total:		124	\$26,660.00	\$0.00	100.00
Green Fees Total:		124	\$26,660.00	\$0.00	100.00
Item Category: Accounting					
Item Sub-Category: Rentals					
1039	Locker Rental	16	\$768.00	\$0.00	100.00
Rentals Total:		16	\$768.00	\$0.00	100.00
Accounting Total:		16	\$768.00	\$0.00	100.00
Unearned Revenue Total:		144	\$27,078.00	\$0.00	100.00
River Run Sparta Total:		1,385	\$244,965.24	\$0.00	100.00

Sparta Korean War Memorial



Honoring Sparta Veterans Of
The Korean War