

**CITY OF SPARTA  
PARK BOARD AGENDA  
November 1, 2021**

**CITY HALL**

**6:00 P.M.**

- 1. Call meeting to order**
- 2. Consent Agenda consisting of: Minutes of October 4, 2021,  
Maintenance Supervisor Report for November and monthly bills for  
October**
- 3. Consideration of Recreation Fee Increase of 10% Starting in Spring of 2022  
(Does not apply to fitness, gymnastics, aquatics)**
- 4. Consideration of Equipment Replacement Plan (Parks and Golf)**
- 5. Park & Rec Director's Report**
- 6. Items for Future Consideration**
- 7. 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: 10-29-2021

**CITY OF SPARTA**  
**PARK BOARD MINUTES**  
**October 4, 2021**

**PRESENT:** Jim Church, Josh Lydon, Matthew Hoffland, Marcus Novak,  
**ABSENT:** Brian Harrie, Alan Olson, Cory Bowser  
**ALSO PRESENT:** Brad Gilbertson, Mark Sund, Kevin Riley, Ed Hansen, Dennis Johnson, Bob Halverson, Ryan Snow, Julie Geier

Jim Church called the meeting to order at 6:01 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 September 13, 2021, Park & Rec Director's monthly report for October, 2021, and monthly bills for September. Motion carried 4-0.**

The Blue Ribbon Committee for the Golf Course meets on a monthly to semi-monthly basis and they are here to discuss a list of some items they put together at their last meeting. The first item was improving the cart paths. There was discussion as to fix the cart paths, a little at a time as they would be costly, or to discontinue the cart paths. This committee has mapped out where some cart paths could be eliminated and will continue to do research on this project. The next item was regarding tee boxes. Some of the tee boxes need to be improved and they have been prioritized in order of which ones are in need of repair to be done first. They have discussed the possibility of creating forward tees to make the course more playable and fun and the possibility of redoing the tee cards. They may try next Spring to implement this on a few holes on the course. Then they discussed marketing and advertising for River Run. This will be looked at soon and will look at ways to discount fees in some areas and maximizing income in other areas. This Committee will continue to work on long and short term goals and projects for the course and report back to the Park Board periodically.

The Golf fee structure was discussed to see what changes could be made. One item being suggested is that a line item be added in the budget for City employees to be able to pay \$5.00 and golf for 18 holes. However, they would have to pay the cart fee. This could be considered a perk and also be a way to generate some income especially if they were to ask a friend or friends to golf with them that would pay full price. There was also discussion on increasing the golf membership and/or greens fees and cart fees for 2022. It is being recommended to increase the fees by 5% this year and then increase by 2% annually thereafter. Also recommended was to take a look at our specials and compare to other areas to make sure our costs are in line, to possibly get rid of the Group Golfer program and to keep the Golf Now program. **A motion was made by Jim Church and seconded by Josh Lydon to approve the 5% increase in fees across the board with freezing cart fees and adding a line in the budget for City employees to pay \$5.00 to golf 18 holes. Motion carried 4-0.**

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There are some diseased pine trees near holes 11 & 12 that are dying and need to be thinned out to halt the disease and make room to plant new trees. Brad has contacted loggers in the area and one responded back with a cost of \$40.00 per cord bolts and \$10.00 per cord pulp. **A motion was made by Josh Lydon and seconded by Matthew Hoffland to go ahead with the tree harvest as presented. Motion carried 4-0.**

The Board looked over the revised Golf Course Concessionaire Agreement and were in agreement with the new contract with one item to be removed which was the outdoor grill. **A motion was made by Josh Lydon and seconded by Matthew Hoffland to approve the Golf Course Concessionaire Agreement with the one change to remove the outdoor grill from the list of equipment. Motion carried 4-0.**

An item for future consideration was:  
Put the Park & Rec Director report at the end of the agenda.

**A motion was made by Josh Lydon and seconded by Matthew Hoffland to adjourn at 6:50 p.m. Motion carried 4-0.**

Respectfully Submitted,

Julie Hanson  
City Clerk

## **Maintenance Supervisor Report November 1, 2021**

### **Golf Course**

- Replaced sidewalk going up to club house.
- Started to aerate fairways.
- Been edging sand traps.
- Irrigation system has been winterized.
- Started removing dead trees and stumps.
- Aerated and top dressed driving range tee box.
- Have started servicing and putting golf carts away.

### **Parks**

- Pool has been winterized.
- All restrooms have been winterized.
- Poured concrete pads for bleachers at West Side Park and diamond 5 at Memorial Park.
- Put in river rock for landscaping.
- Will continue to send one mower out to mulch leaves in parks and golf course

Invoice	Date	Business Name	Description	Amount	Department
20715	10/6/2021	St. Joseph Equipment	skid steer repair	\$ 204.95	Parks
627752	10/6/2021	Premier Coop	Hydrostatic Oil	\$ 341.27	Parks
525115756	10/8/2021	Auto Value	oil Drain plug	\$ 4.99	Parks
2147205	10/8/2021	Theisens	Socket	\$ 55.98	Parks
2140011	10/8/2021	Theisens	Treatment Motor sea foam	\$ 108.40	Parks
8395421	10/8/2021	Amazon	Round Grat	\$ 4.86	Parks
6950	10/8/2021	Davey's Auto Repair	tire tube	\$ 189.52	Parks
6509	10/8/2021	Davey's Auto Repair	plug skid steer	\$ 36.50	Parks
13590	10/8/2021	B & B Plumbing	sdr	\$ 1,275.00	Parks
13062	10/13/2021	All American Do It Center	Paint brush, pole	\$ 46.98	Parks
13103	10/13/2021	All American Do It Center	sandpaper, paint, spray	\$ 99.34	Parks
34995	10/13/2021	The Hardware Store	toilet flush	\$ 13.54	Parks
11295	10/22/2021	Walmart	RV antifreeze	\$ 60.43	Parks
251488	10/22/2021	Milestone Materials	Rock, dirt	\$ 244.00	Parks
20756	10/22/2021	St. Joseph Equipment	skid steer repair	\$ 1,605.35	Parks
2150291	10/22/2021	Theisens	Fitting coupler	\$ 2.49	Parks
14058	10/22/2021	All American Do It Center	2x4 x 14	\$ 61.94	Parks
7069	10/22/2021	Davey's Auto Repair	trailer tire	\$ 83.43	Parks
14232	10/22/2021	All American Do It Center	rebar, paint	\$ 169.81	Parks
14310	10/22/2021	All American Do It Center	2x4x12	\$ 23.97	Parks
6991	10/22/2021	Daveys Auto Repair	lawn tire	\$ 60.25	Parks
6413056	10/12/2021	amazon	Folders, clips, laminator sheets	\$ 565.15	Parks
830606	10/12/2021	amazon	business cards hold	\$ 17.98	Parks
3356204	10/12/2021	amazon	Laminator	\$ 93.07	Parks
545620	10/12/2021	amazon	wet earase markers	\$ 17.76	Parks
2905	10/22/2021	WPRA	Ryan WPRA	\$ 150.00	Parks
2952	10/1/2221	WPRA	Sami WPRA	\$ 150.00	Parks
2139932	10/1/2021	Theisens	Bow Rake	\$ 49.98	Parks
2139147	10/1/2021	Theisens	mole traps	\$ 59.98	Parks
3833526	10/1/2021	Dalco	blue looped bands	\$ 78.78	Parks
3833510	10/1/2021	Dalco	bags, toilet tissue	\$ 509.20	Parks
3830297	10/1/2021	Dalco	Pad Driver	\$ 109.72	Parks
3830295	10/1/2021	Dalco	pads, scrubber, sponge	\$ 1,001.39	Parks
1454602	10/1/2021	Amazon	Fitness Moraca	\$ 55.44	Parks
11111111	10/8/2021	Monroe County Herald	Shipping	\$ 32.36	Parks
18914	10/13/2021	RecPro	SSL	\$ 250.00	Parks
24141	10/13/2021	Sparta Floral	Office Plant, pots, soil	\$ 113.68	Parks
18987	10/15/2021	RecPro	Yearly contract	\$ 2,900.00	Parks
3838	10/22/2021	Best Kept Portables	toilet rental	\$ 583.60	Parks
3973805	10/27/2021	Amazon	Pickleball Equipment	\$ 868.00	Parks
151996	10/8/2021	Premier Coop	Diesel	\$ 313.00	Parks
151995	10/8/2021	Premier Coop	Gas	\$ 195.50	Parks
151994	10/8/2021	Premier Coop	gas	\$ 407.00	Parks
13033	10/13/2021	All American Do It Center	Bulk Rock	\$ 237.45	Parks
13044	10/13/2021	All American Do It Center	Bulk ROck	\$ 124.95	Parks
13041	10/13/2021	All American Do It Center	Bulk Rock	\$ 124.95	Parks
13048	10/13/2021	All American Do It Center	Rental	\$ 84.70	Parks
13045	10/13/2021	All American Do It Center	Compact rental	\$ 71.50	Parks
100521	10/22/2021	Spectrum	internet/phone shop	\$ 129.98	Parks
349300	10/13/2021	The Hardware Store	hardware	\$ 8.28	Parks
14082	10/15/2021	All American	2x4	\$ 4.49	Parks

3830342	10/1/2021	dalco	toilet, bags, paper towel	\$	224.15	Parks
3836791	10/1/2021	dalco	tray top	\$	37.76	Parks
3843190	10/22/2021	Dalco	Hand soap,	\$	78.90	Parks
115174	10/1/2021	Auto Value	battery	\$	89.99	Golf
115011	10/1/2021	Auto Value	XF transfer	\$	89.99	Golf
114976	10/1/2021	Auto Value	526MF	\$	89.99	Golf
114862	10/1/2021	Auto Value	Brake Parts	\$	44.87	Golf
1899397	10/1/2021	Reinders	end rod, clevis	\$	16.54	Golf
1900399	10/1/2021	Reinders	element logic	\$	187.97	Golf
1900381	10/1/2021	Reinders	brush lead and terminal	\$	161.35	Golf
20715	10/6/2021	St. Joseph Equipment	skid steer repair	\$	204.95	Golf
1901236	10/6/2021	Reinders	bushing, idle arm	\$	66.61	Golf
627752	10/6/2021	Premier Coop	Hydrostatic Oil	\$	341.27	Golf
402277	10/8/2021	Hardware Store	Hardware	\$	1.59	Golf
2147221	10/8/2021	Theisens	Fitting, snap coupler	\$	2.49	Golf
9151	10/8/2021	Hardware Store	Pipe nipple	\$	7.98	Golf
525115693	10/8/2021	Auto Value	hydraulic filter	\$	7.73	Golf
525115741	10/8/2021	Auto Value	Cherry Gel Refill	\$	21.37	Golf
525115625	10/8/2021	Auto Value	Starter Solenoid	\$	103.00	Golf
13807	10/8/2021	All American Do It Center	Torx insert bit	\$	16.97	Golf
916451	10/13/2021	Dave Dicus	Club Car Repair	\$	147.00	Golf
20756	10/22/2021	St. Joseph Equipment	skid steer repair	\$	1,605.34	Golf
3838	10/22/2021	Best Kept Portables	toilet rental	\$	365.00	Golf
73425	10/22/2021	J & J rental	compressor irrigation	\$	201.78	Golf
6991	10/22/2021	Daveys Auto Repair	lawn tire	\$	60.25	Golf
5299420	10/22/2021	Amazon	calendar	\$	29.87	Golf
4104836	10/22/2021	Amazon	hose nozzle	\$	13.89	Golf
363067	10/13/2021	Clesens	Flexguard	\$	375.00	Golf
151996	10/8/2021	Premier Coop	Diesel	\$	313.00	Golf
151995	10/8/2021	Premier Coop	Gas	\$	195.50	Golf
151994	10/8/2021	Premier Coop	gas	\$	407.00	Golf
	10/6/2021	River Valley Media	Print Adds	\$	1,742.82	Golf
78524	10/13/2021	River Valley Media	Mulit Pub	\$	20.00	Golf
100521	10/22/2021	Spectrum	internet/phone shop	\$	129.98	Golf
1144559091	10/1/2021	Fire Protection Specialist	hood inspection	\$	165.60	Golf
49992	10/1/2021	Advanced Pumping	Clean Grease trap	\$	250.00	Golf
3836841	10/1/2021	dalco	Paper towels, toilet	\$	69.94	Golf
39763	10/22/2021	Service Plus	Bad Pump in Swamp	\$	250.00	Golf
57082	10/22/2021	Redi-Mix	concrete sidewalks	\$	728.00	Golf
	10/21/2021	Ximble	Pool Software	\$	142.50	Pool
1379640	10/22/2021	Mississippi Welder	CO2 tank	\$	75.00	Pool

Total \$ 23,083.83

	Resident	Non- Resident	Resident	Non-Resident
			10%	175%
Soccer	\$ 25.00	\$ 43.75	\$ 28.00	\$ 49.00
Rooping Softball	\$ 25.00	\$ 43.75	\$ 28.00	\$ 49.00
10U Softball	\$ 30.00	\$ 52.50	\$ 33.00	\$ 58.00
12U & 14U Softball	\$ 60.00	\$ 105.00	\$ 66.00	\$ 116.00
18U Softball	\$ 60.00	\$ 105.00	\$ 66.00	\$ 116.00
Rookie Baseball	\$ 25.00	\$ 43.75	\$ 28.00	\$ 49.00
Rec. Baseball	\$ 30.00	\$ 52.50	\$ 33.00	\$ 58.00
Ragball	\$ 25.00	\$ 43.75	\$ 28.00	\$ 49.00
3rd & 4th - Volleyball	\$ 25.00	\$ 43.75	\$ 28.00	\$ 49.00
5th & 6th Volleyball	\$ 30.00	\$ 52.50	\$ 33.00	\$ 58.00
Flag Football	\$ 30.00	\$ 52.50	\$ 33.00	\$ 58.00
Tackle Football	\$ 70.00	\$ 122.50	\$ 77.00	\$ 135.00
Archery	\$ 25.00	\$ 43.75	\$ 28.00	\$ 49.00
Wrestling - Kindergarten	\$ 24.00	\$ 42.00	\$ 27.00	\$ 47.00
Wrestling 1st - 6th	\$ 30.00	\$ 52.50	\$ 33.00	\$ 58.00
Start Smart Golf	\$ 25.00	\$ 43.75	\$ 28.00	\$ 49.00
Softball League	\$ 300.00		\$ 330.00	
Softball - Tournament	\$ 160.00		\$ 176.00	
Softball - Butterfest Women's	\$ 100.00		\$ 110.00	
Pumpkin Bash- Softball	\$ 160.00		\$ 176.00	
Holiday Spike - Volleyball	\$ 90.00		\$ 100.00	
Women's Indoor Volleyball	\$ 90.00		\$ 100.00	
Pumpkin Bash Co-Ed 4's	\$ 80.00		New tournament, fee's are already at top of average for area	

Sparta Municipal Golf Course - Five Year Capital Improvement Plan

2021 2022 2023 2024 2025

	Cost					
Equipment Replacement						
Smithco Trap Rake	\$ 35,000.00	\$ 25,000.00				
Greens Mower	\$ 35,000.00	\$ 35,000.00				
Tee Mower	\$ 30,000.00	\$ 30,000.00				
Verticut Reals- greens mower	\$ 8,000.00	\$ 8,000.00				
Water Pump- trash pump/split Parks	\$ 1,500	\$ 750.00				
Hand Held Water Pump	\$ 1,500	\$ 1,500.00				
Slit Seeder/split Parks	\$ 1,294	\$ 646.87				
Weed Whip - shared w/parks	\$ 400.00	\$ 200.00				
Lawnboy Hand Mower - shared w/parks	\$ 500.00	\$ 250.00				
Skid Steer (32000)			\$ 16,000.00			
Land Plane Attachment w/parks (new)	\$ 5,000.00	\$ 2,500.00				
Club Car Carts 1-5 (new)	\$ 32,500.00	\$ 32,500.00				
Toro Vibratory Rollers (new)	\$ 11,350.00	\$ 11,350.00				
Weed Whip - shared w/parks	\$ 500.00	\$ 250.00				
Lawnboy Hand Mower - shared w/parks	\$ 700.00	\$ 350.00				
Cushman Groom Master	\$ 35,000.00		\$ 35,000.00			
Rough Mower Golf Course/share parks	\$ 110,000.00		\$ 55,000.00			
Toro Sidewinder 3500-D	\$ 40,000.00		\$ 40,000.00			
Club Car Carts 6-10	\$ 32,500.00		\$ 32,500.00			
Weed Whip - shared w/parks	\$ 500.00		\$ 250.00			
Lawnboy Hand Mower - shared w/parks	\$ 700.00		\$ 350.00			
Toro 5210 Fairway Mower				\$ 50,000.00		
Club Car Carts 11-15				\$ 35,000.00		
Weed Whip - shared w/parks	\$ 500.00			\$ 250.00		
Lawnboy Hand Mower - shared w/parks	\$ 700.00			\$ 350.00		
<b>Total Cost</b>	<b>\$ 383,143.75</b>	<b>\$ 101,346.87</b>	<b>\$ 62,950.00</b>	<b>\$ 163,100.00</b>	<b>\$ 85,600.00</b>	

Sand for trap renovation - Approximately \$3000 for sand, labor and any drain pipe.

Trencher - shared w/parks - no replace	\$ 3,000.00				
Ransome 723D	\$ 15,000.00				
3 point Auger	\$ 300.00				
10' Toro Groundmaster - back up no replacemnt	\$ 30,000.00				
Renovaire Fairway Spiker	\$ 1,500.00				
Ransomes 305	\$ 25,000.00				
Ryan Aerator GA30 #584	\$ 13,500.00	Remove only need 1			
Turfco Top Dresser	\$ 7,000.00		\$		
Sod Cutter Ryan shared w/parks	\$ 3,000.00				
Core Harvistor #582	\$ 2,500.00				
Debris Blower Model KB	\$ 6,500.00				



Sparta Parks and Recreation - Five Year Capital Improvement Plan

	Cost	2020	2021	2022	2023	2024
<b>Equipment Replacement</b>						
Chevy Colorado	\$ 20,000.00		\$ 20,000.00			
Dodge Mini Van- change midsize truck	\$ 20,000.00		\$ 20,000.00			
Slit Seeder/split with golf	\$ 1,294		\$ 646.87			
Zero Turn Mower - small	\$ 5,000.00		\$ 5,000.00			
Paint Sprayer	\$ 3,000		\$ 3,000.00			
Water Pump- trash pump/split Golf	\$ 1,500		\$ 750.00			
Weed Whip - shared w/parks	\$ 400.00		\$ 200.00			
Lawnboy Hand Mower - shared w/parks	\$ 500.00		\$ 250.00			
Skid Steer (32000)	\$ 32,000.00			\$ 16,000.00		
Jacobsen Turfcut 628 Mower	\$ 27,500.00			\$ 27,500.00		
Wire Locator (new)	\$ 3,000.00		\$ 3,000.00			
Plate Compactor (new)	\$ 1,500.00		\$ 1,500.00			
Land Plane Attachment w/golf (new)	\$ 5,000.00		\$ 2,500.00			
Weed Whip - shared w/parks	\$ 500.00		\$ 250.00			
Lawnboy Hand Mower - shared w/parks	\$ 700.00		\$ 350.00			
Rough Mower Golf Course/share parks	\$ 110,000.00			\$ 55,000.00		
Toro Workman	\$ 55,000.00			\$ 55,000.00		
Weed Whip - shared w/parks	\$ 500.00			\$ 250.00		
Lawnboy Hand Mower - shared w/parks	\$ 700.00			\$ 700.00		
Weed Whip - shared w/parks	\$ 500.00				\$ 250.00	
Lawnboy Hand Mower - shared w/parks	\$ 700.00				\$ 350.00	
		\$ -	\$ 49,846.87	\$ 51,100.00	\$ 110,950.00	

Total Cost \$ 289,293.75

Trencher - shared w/parks - no replace	\$ 3,000.00					
McFarlane Tooth Drag	\$ 750.00					
Sod Cutter Ryan shared w/parks	\$ 3,000.00					
Turfcut Riding Mower 628- 2WD	\$ 30,000.00	\$ 30,000.00				

**Parks & Recreation Director's Report**  
**November 1, 2021**

**Tackle Football**

We finished up the tackle football program the weekend of October 23<sup>rd</sup> with our first win of the season. It was great for the kids to end on a positive note and winning our last game. We will finished the season with a player party in early November.

**Flag Football**

The season is wrapping up this weekend and it has been great to see the kids out playing. We continue to work with West Salem on this program.

**Soccer**

Numbers rebounded nicely this fall season with the soccer season. We had a great group of coaches and officials this year.

**Gymnastics**

Our late fall season has just started back up and our classes are filling and or full at this point. We have had the same group of 3-4 instructors for close to a year now which is great to have consistency in the program.

**Basketball**

We will be working with the basketball association again this season. We are currently taking registrations and are looking for a few additional coaches.

**Archery**

Our long time archery instructors have stepped down a couple weeks before the classes were to kick off and we haven't been able to find new coaches. We will continue to search for a qualified instructor and start the program back up as soon as possible.

**Volleyball – Youth**

Volleyball season is wrapping up the past couple of weeks. We had a great group of coaches and very successful season on the court.

**Adult Fitness Classes**

The late fall session is open for registration at this time. Fitness class numbers have been pretty low the past year and that trend seems to be the case for this session.

**Pickle Ball**

Drop in mornings and evenings continue to be extremely successful with 15-25 people coming to play on a pretty consistent basis.

- Pickle Ball League – league registration is open now, we currently have 4 teams signed up and can take up to 12 teams. Based upon the interested and requests for this league we had anticipated this program filling up.

**River Run Sparta Web Site**

We will be launching the new web site in a few weeks. Sami Weaver has put a lot of time in the redesign of this and we have few minor changes to make before launching the site.