

**CITY OF SPARTA
PARK BOARD AGENDA
March 7, 2022**

CITY HALL

6:00 P.M.

- 1. Call meeting to order**
- 2. Consent Agenda consisting of: Minutes of January 10, 2022,
and monthly bills for January and February**
- 3. Consideration of Ball Diamond Use Application**
- 4. Consideration of WWI Monument in Blyton Park**
- 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: 3-4-2022

CITY OF SPARTA
PARK BOARD MINUTES
January 10, 2022

PRESENT: Jim Church, Matthew Hoffland, Marcus Novak, Cory Bowser, Brian Harrie

ABSENT: Josh Lydon, Alan Olson

ALSO PRESENT: Brad Gilbertson, Mark Sund, Ed Hansen, Todd Fahning, Gretchen & Sadie Brooks, Georgianna Rehfus, Julie Geier

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

A motion was made by Matthew Hoffland and seconded by Brian Harrie to approve the Consent Agenda consisting of minutes of the regular meeting on December 6, 2021, Maintenance Supervisor Report for December and monthly bills for December. Motion carried 5-0.

Brad presented 2 bids and options for starting to replace our golf carts which we have put on our 5 year equipment replacement list. Premier Golf & Utility Vehicles presented a bid for seven 2022 Club Car Tempo EFI golf carts that they would have available at a cost of \$5508.00 each. Yamaha presented a bid for five 2023 Yamaha Drive 2 AEFI golf carts that they would have available at a cost of \$5425.00 each. They also gave us a quote for 10 carts. There was discussion on whether or not to trade in our older carts or sell them outright. If we order the seven carts from Premier, the delivery date would be in July. The Yamaha ones would not be available until the end of the golf season. **A motion was made by Brian Harrie and seconded by Matthew Hoffland to purchase the seven 2022 golf carts from Premier Golf & Utility Vehicles for the July delivery date and reassess the situation next year. Motion carried 5-0.**

Brad presented 2 bids for a new planer. One bid was from Brooks Tractor at a cost of \$4100.00. The other bid was from Quick Attachments at a cost of \$4206.00. **A motion was made by Brian Harrie and seconded by Cory Bowser to purchase the planer from Brooks Tractor at a cost of \$4100.00. Motion carried 5-0.**

Sadie Brooks and Georgianna Rehfuss have put in a bid and operating plan for concessionaire of The Greens Bar. They explained their background and why they would be a good fit to run this business. They went through some activities or events that they would like to participate in, hours of operating the bar and the restaurant and things they would like to improve on to make their clientele feel welcome and want to come back. There are a few items that they would like to negotiate on in their contract.

1. They would like to change the 85% responsibility of the utilities.

There was discussion on this item and it was agreed to have it 75%/25% for the winter months and 50%/50% for the summer months. The pro-shop has their own thermostat so that won't be included in their figures.

2. #4 on the contract is OK to change so it will not be their responsibility.

3. #2 on the contract is OK to change where the City should give notice before coming

to view and inspect the facility.

4. #3 on the contract will be changed so that it reads that the concessionaire needs to be accountable for keeping the kitchen floors and equipment professionally cleaned and also cleaning the carpet in the basement after the City has gone through it first to get everything cleaned.

All the equipment will be inspected and in working order before the new concessionaire takes over. It will be their responsibility after that to repair, replace or maintain items. Sadie and Georgianna would like to do some painting and if the City purchases the paint, they will do the labor.

A motion was made by Brian Harrie and seconded by Cory Bowser to approve the two year concessionaire contract with changes for Sadie Brooks and Georgianna Rehfuss for The Greens Bar. Motion carried 5-0.

Brad reported on the winter sports going on right now. Wrestling numbers are good, gymnastics numbers are good, youth basketball numbers are good, fitness numbers have gotten smaller and pickle ball seems to be going well. There is a women's volleyball tournament scheduled for February 12th. The tree removals have started near the clubhouse, #1, #9, #11 and #12 and should be done by the end of January. This project was bid out and we will be selling the wood.

Ed Hansen will be moving from his position at the Park Department to be the Sanitation Supervisor. Eric Jones will be promoted and Chris Martin will be promoted. We will be looking for someone to fill the maintenance/custodian position at the Community Center. Ryan Pawlisch will be leaving his position as he has taken a position in Sheboygan.

An item mentioned for future consideration was:

Brad will be working on getting further information regarding a fee schedule for others using our ball diamonds.

A motion was made by Matthew Hoffland and seconded by Brian Harrie to adjourn at 6:55 p.m. Motion carried 5-0.

Respectfully Submitted,

Julie Hanson
City Clerk

Golf & Park Bills Jan. and Feb. 2022

Invoice	Date	Business Name	Description	Amount	Department
1	215183	2/10/2022 Key To Comfort	No heat, gymnastics gym	210.05	
2	525121514	2/21/2022 Auto Value	Floor Dry, pads	56.98	
3	16973	2/10/2022 All American Do It Center	Masking tape	25.96	
4	17025	2/10/2022 All American Do It Center	Paint	36.99	
5	41323	1/19/2022 USPS	Stamps	116	
6		2/21/2022 Issuu	Web brochure host	228	
7		1/20/2021 Theisens	Spray Paint	11.98	
8		7/23/1910 WPRA	Job Posting	75	
9	560	2/11/2022 Choice Security	Cameras	2387.5	
10	921381	2/11/2022 Walmart	Clorox wipes, coffee	56.34	
11	5561	2/21/2022 Best Kept Portables	Toilets	549	
12	920291	2/10/2022 Walmart	Batteries, Chlorox wipes	43.06	
13	7962644	2/10/2022 Amazon	work light, LED flood	57.53	
14	3857	2/10/2022 WPRA	Job Posting	75	
15		1/10/2022 Choice Security	Access Control	1751	
16		1/10/2022 Choice Security	Com. Center cameras	2387.5	
17		1/26/2022 Choice Security	Access Control final payment	1751.5	
18	8010522	1/26/2022 Spectrum	Internet phone	129.98	
19	8020522	2/21/2022 Spectrum	Internet phone	389.94	
20	3893493	2/21/2022 Dalco	Toilet paper	56.78	
21	409238	1/26/2022 The Hardware Store	Utility box, outlet	8.67	
22	525121416	2/10/2022 Auto Value	Epoxy	5.99	
23	410252	2/10/2022 The Hardware Store	Hardware	2	
24	354451	2/10/2022 The Hardware Store	Hardware	2.95	
25	3877177	1/10/2022 Dalco	Revolution wood finish	210.55	
26	3893494	2/21/2022 Dalco	Toilet Paper	52.64	
27	4092543	2/10/2022 Daico	Toiler, paper towels	167.94	
28	6004763	1/10/2022 Brush, roller, spring		1593.14	
29	8375465	1/10/2022 Time card ribbon		26.52	
30	119803	1/10/2022 Auto Value	Oil Filters,	43.56	
31	6004763-02	1/26/2022 Reinders	bedknife screws	30	
32	6004763-01	1/26/2022 Reinders	Grinding stone	47.81	
33	6004763-04	1/26/2022 Reinders	real motor, screws	361.09	
34	6005247-00	1/26/2022 Reinders	6 ply tire	458.52	
35	94776-000	1/26/2022 Horst	Grinding wheel	69.54	
36	94836-000	1/26/2022 Horst	PIN Eccentric Index	89.89	
37	6006750	2/10/2022 Reinders	Filters	84.68	
38	2640936	2/21/2022 R & R Products	Rotary Blade	69.15	
39	6003938-00	2/21/2022 Reinders	Servcie Call Grinder	312.9	
40	6007079-00	2/21/2022 Reinders	Screw grease roller	35.28	
41	60073000	2/21/2022 Reinders	Blade, Roller, Bearing	323.17	
42	354758	2/21/2022 The Hardware store	Hardware	8.9	
43	354901	2/21/2022 The Hardware store	Drill bit, jigsaw blade, screws	27.07	
44	354952	2/21/2022 The Hardware store	Hardware	1.9	
45	354973	2/21/2022 The Hardware store	Screen repair	35	
46	121504	2/21/2022 Auto Value	Hydraulic, filter	106.87	
47	525121476	2/21/2022 Auto Value	Glue, AF3000	29.98	
48	525119804	2/10/2022 Auto Value	Oil Filters,	7.84	
49	525120876	2/10/2022 Auto Value	Fuel filter	1.95	
50	525120745	2/10/2022 Auto Value	Needle grease	5.49	
51	525120666	2/10/2022 Auto Value	Mobil Oil, Filters	73.85	
52	525120729	2/10/2022 Auto Value	Air Chuck	14.69	
53	353575	2/10/2022 The Hardware store	Hardware	11.94	
54	6005954	2/10/2022 Reinders	Grinding stone, Reel	855.91	

55	2834	2/10/2022	Mr. Tire	Tube	48.46
56	2850	2/10/2022	Mr. Tire	mower tube	61.2
57	525120025	2/10/2022	Auto Value	Hose, fuel line, carb cleaner	156.45
58		2/21/2022	USGA	Membership	150
59	1096	3/3/2022	Wisconsin Turf Grass	Annual Dues	175
60	365836	1/26/2022	Clesens	Turfcide 400	623.12
61	365835	1/26/2022	Clesens	Bayer, Stessgard, Stessgard	16834
62	366008	1/26/2022	Clesens	Qualipro, herbicide, insecticide	26038.12
63	366144	1/26/2022	Clesens	Chlorothionil	818.8
64	36010	1/26/2022	Clesens	Meridian	525.3
65	8010522	1/26/2022	Spectrum	Internet phone	129.98
66	7409438	2/10/2022	Plunkets	Pest Control	406.93
67	41074	2/10/2022	Bobs Lock and Safe	Re-keyed	302.5
68	17855	2/10/2022	All American Do IT Center	Paint	721.23
69	31053	2/10/2022	Wisconsin Golf Assocaitoi	Dues	200
70		2/21/2022	PT Welding La Crescent	Diamond plate, cooler floor	655.6
71	2210-1227	2/21/2022	Steam A Way	Carpet cleaning	429.8
72	2210-1295	2/21/2022	Steam A Way	Kitchen Cleaning, coolers	2380.2
73	5702657	2/21/2022	Amazon	Ceiling fans clubhouse	379.98
74	3899954	3/3/2022	Dalco	Paper products	155.78
75	3932268	3/3/2022	Amazon	Anderson window crank	29.49
76	5019404	3/3/2022	Amazon	Urinal Screen	185
77	7132223	3/3/2022	Amazon	Anderson Handle	12.99
78	7132223	3/3/2022	Amazon	Plastic Chain Connectors	6.99
79	7132223	3/3/2022	Amazon	Urinal Brackets	13.76
80	18134	3/3/2022	All American Do IT Center	wall base, 2x4, ceiling box	184.33
81	237885	3/3/2022	Amazon	Plastic chair caps	15.21
82	411341	3/3/2022	The Hardware Store	paint	79.98
83	753498	3/3/2022	All American Do IT Center	chair rail, plastics drop, hardwar	115.82
84	18293	3/3/2022	All American Do IT Center	paint, tray, brush	171.95
85	212104	3/3/2022	Amazon	Coffee Maker	267.86
86	2407443	1/25/2022	Amazon	Eye Wash	169.74
87	52397	2/1/2022	Tube Pro	Tubes	2663
88		2/21/2022	Ximble	Schedule software pool	138.75
89	1425409q	2/11/2022	Mississippi Welder	CO2 tank	75
90					

Total 70895.79



PARKS & RECREATION

1000 E. Montgomery Street, Sparta, WI 54656
608-269-6322

Field Rental Application Form

Organization/Group _____

Applicant Name: _____

Phone #: _____

Address: _____

City/State/Zip: _____

Nature of Activity: _____

Email: _____

Date(s) of Event: _____

Time of Event: _____ to _____

Local Youth Organization

Annual Maintenance \$400 per year

Weekend Tournament \$50 per field
of tournaments _____
of fields _____

Scoreboard Use \$200 deposit

Adult League/Tournament

Weekend Tournament \$150 per field/per day
of days _____ # of fields _____

Weekend Single Game \$50 per field
of game dates _____

Weekday Single Game \$25 per field
of league game days _____

Scoreboard Use \$200 deposit

Field Requests

Field #(s) _____

Base Length _____

Mound Length _____

Additional Notes

Office Use only

Date Received: _____

Received By: _____

Date Approved: _____

Total Amount Paid: \$ _____

Key or lock code Issued Yes No

Deposit Paid: \$ _____



Field Rental General Terms and Conditions

- SPR Programming will have priority of grounds and facility usage, even upon short notice.
- The Memorial Park Concession stand is not available for rental usage.
- Users of City grounds are responsible for the supervision of areas in use (as outlined in the completed application).
 - Any damages deemed beyond normal wear will be assessed and the user will be billed accordingly.
- The name provided on this application will be responsible for the conduct of the special event, the condition of the facility, and will be responsible for any and all damage created by their event.
- Users should contact the Sparta Parks and Recreation Department at least 24 hours prior to the approved usage time/date in order to confirm use and/or review any specific needs.
- Users are responsible for all weather cancellations. The Parks and Recreation Department reserves the right to cancel this function due to any weather-related issues and fields not being playable.
- Payment is due two weeks (14 days) prior to your reservation date.
 - Payment includes a one-time field prep for each day (chalked & raked).
- There will be a \$200 deposit required for all fields requiring the use of the scoreboard that will be given back when the event is over and remotes are returned.

Cancellation Policy

- There will be no cancellations or refunds within 14 days or less of the reservations.
- If there is a cancellation 15 days or more before your reservation a full refund will be provided.
- If there is inclement weather that cancels your event, there will be a prorated refund based on the amount of time the reservation was occupying the facility and staff.

I, _____ acknowledge and agree to the above terms and conditions.
Print First and Last Name

Signature: _____

Date: _____

Existing WWI
Bronze
32" wide x 54" high
will be
mounted on front
of tablet

ADULT DI

se fill in the information below. Be sure to comp
this form along with the PHOTO of your catch!
the Fishing Contest, 10938 N. Port Washington R
DLINE: November 30, 2021. YOU MUST PURCHASE
PURCHASE NECESSARY. LIMIT OF WINN
PRIZES.

ress

phone ()

s of Fish

River Where Caught

r of Catch

r Signature

re of Witness

State of Witness

Parks & Recreation Director's Report

March 7, 2022

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 end of March.

Gymnastics

The gymnastics program continues to be one of our more popular classes. We have 104 participants signed up for the spring session of classes that start in March.

Pickleball

The Pickle Ball league has been a success so far, we have a couple weeks left of the season. Open Pickle Ball continues to bring in 15-20 people a day.

Special Recreation

We will be bringing back the Special Recreation program with basketball being offered in March – April. We are just starting to take registrations and hope participants are comfortable to return.

Adult Fitness

The winter classes are just wrapping up and registration is open for the spring programs. Classes will start the 3rd week in March.

Community Center

We have added a access control system to the front doors which allows us to schedule the building open and closed at any giving time. This will be used to help reduce staffing expenses and allow for greater access for community use.

Cameras have also been added to the facility to help monitor the building use and review any footage if there are issues in the building.

The Greens

The maintenance staff have been working at The Greens the past month. We have done a slight remodel of the pro-shop area to allow for more space for golfers. The entire areas has been painted and broken or missing trim has been replaced. Gee and Sadie have painted the entire restaurant area. We have put a new floor in one walk in cooler, had the kitchen and carpets professionally cleaned. Repaired all the broken window cranks, blinds, screens that were damaged. We have installed 2 ceiling fans around the bar area. Replaced the urinal screens in the men's bathrooms and cleaned out the basement storage room. Broken or missing ceiling tiles have been replaced.

After inspection of the kitchen equipment we were told that the flat top grill and broiler were not safe to operate and needed replacement. All equipment was ordered and is scheduled for delivery in early March. One freezer in the basement was beyond repair and has been replaced. We have ordered a new compressor for one of the walk in coolers upstairs as it had a Freon leak that wasn't repairable.

Golf Course/Maintenance Report

Maintenance staff are nearly complete with all routine winter maintenance work. This includes sharpening all the mower blades, grinding the reals, oil changes and greasing of equipment.

The tree lumber harvest of pines trees on holes 11 and 12 has been completed. Wood Dawgs Logging harvested the trees as a routine maintenance of the pine plantation. We received \$5947.50 for the lumber sales.

Open Positions

We have received applications for the Community Center Custodial positions and will be conducting interviews this week.

I have promoted Sami Weaver into the role of Recreation Superintendent to fill the position that was open when Ryan Pawlisch left. We have received applications for the Recreation Specialist position and will be conducting interviews within the week. We hope to have the role filled in early April to be fully staffed for summer programs.

Upcoming Concerns

We have been in contact with several of our equipment vendors and they are anticipating a 30-40% price increase for equipment in the future. When it comes time to bid out equipment they have told us we will not be able to get a firm price. The price won't be known until delivery of the equipment. We are able to pre-order equipment to have it built with no financial obligations. If we order equipment for 2023 now they hope we will have it next year. We will be working with them to order the equipment that is set for replacement in 2023 and will be able to decide if we want it once the final price is determined. If we don't take it we are not obligated to pay anything for the equipment and it will be sold elsewhere.

We are reaching out to fuel companies to see if we can lock in fuel rates for the year. With the highly volatile market we feel this might be our best option. We have never done this in the past but are researching the option due to the increased fuel cost and anticipated continued increases.

Chemical prices are also anticipated to go up in the 40-50% for next year. We are working with vendors to see if we can lock in orders and pricing for next year early.