

CITY OF SPARTA
FINANCE AGENDA
May 4, 2022

CITY HALL

6:00 P.M.

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of minutes of the regular meeting on April 6, 2022**
- 3. Consideration of Tourism Funds:
Boys & Girls Club - \$1,000 for Sparta Stampede**
- 4. Consideration of Lateral Hiring Package**
- 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: 5-2-2022

CITY OF SPARTA
FINANCE MINUTES
April 6, 2022

PRESENT: Kevin Riley, Matthew Hoffland

ABSENT: Josh Lydon

ALSO PRESENT: Mark Sund, Todd Fahning, Kevin Brueggeman, Emilee Nottestad, Corey Johnson, Jim Church

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

A motion was made by Matthew Hoffland and seconded by Kevin Riley to approve the Consent Agenda consisting of the minutes of the regular meeting of March 9, 2022. Motion carried 2-0.

At this time all the funds in the Facade Program have been used up and are working on a way to replenish it. We are writing rules at this time so we can have our own program. We could transfer some funds from the general fund to the façade account, but we need to go over some parameters with the new aldermen and to decide on an amount to transfer. At our planning meeting in May, we can discuss this in more detail. **A motion was made by Kevin Riley and seconded by Matthew Hoffland to move the Block Grant Funding to the next months planning meeting. Motion carried 2-0.**

There are a couple of items in our Employee Handbook that we are recommending be updated and/or changed. We would like to change the **Paid Vacation** from: 0-2 years= 5 days; 2-5 years=10 days; 5-10 years=15 days; 10-20 years=20 days; and 20+ years = 25 days to 0-5 years = 10 days; 5-10 years = 15 days; 10-20 years = 20 days and 20+ = 25 days. **Sick Leave** (Family Illness) currently reads that sick leave may be used to stay home and care for sick family members in your immediate household if absolutely necessary. Leave for family illness is limited to six (6) days per year. We would like to change it to read: Sick leave may be used to stay home and care for sick family members in your immediate household. If more than 3 days of care is needed, employee must supply the city with a letter from a doctor stating the need for care of more than 3 days.

It was mentioned that this could be looked at on a case-by-case basis. **Sick Leave** (Payout) currently reads upon voluntary termination of City employment and at least 15 years of employment by the City, death or permanent total disability, an employee shall be paid a sum equal to 50 percent of his or her accumulated sick leave as severance pay to a maximum of 65 days. We would like to change it to read: Upon voluntary termination of City employment, death or permanent disability, an employee shall be paid a portion of their accumulated sick leave as severance according to the following: 10 years = 30% of accumulated sick leave; 15 years = 40% of accumulated sick leave; 20 years = 50% of accumulated sick leave; 25 years = 75% of accumulated sick leave and 30 years = 100% of accumulated sick leave. **Funeral Leave** currently reads the employees may take up to three consecutive working days of paid funeral leave with pay for the death of a parent, spouse, brother, sister, children, father-in-law, mother-in-

law, sister-in-law, brother-in-law, grandparent, grandchild. We would like to change it to read that employees may take up to 3 consecutive working days of paid funeral leave for the death of a parent, spouse, brother, sister, children, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild.

Continuing Education currently reads that tuition will be reimbursed upon successful passing of the course. Books, mileage and time will not be reimbursed, but are part of the employee's investment in their own education. We would like to change it to read that should an employee, who has had continuing education tuition paid for by the city, fail to pass the course, be terminated or voluntarily leave city employment, the reimbursement of tuition received must be repaid to the city according to the following schedule: Failing grade – 100% immediate payback; Termination or voluntary separation from the city = 0-1 year = 100% payback; 1-2 years = 50% payback; 2-3 years = 25% payback; 3+ years = 0% payback. Books, mileage and time will not be reimbursed, but are part of the employee's investment in their own education. **A motion was made by Kevin Riley and seconded by Matthew Hoffland to put the Personnel Handbook Manual Changes on the agenda for next month. Motion carried 2-0.**

Chief Nottestad applied for a grant for training equipment as funds were available from the DOJ. The equipment is a virtual reality simulator and is called Apex Officer and will be set up at the Police Department. There are unlimited scenarios and outcomes with this training. The original cost was \$98,000 but they are offering this for \$47,500, and with the grant of \$25,000, the balance would be \$22,500. The amount of \$11,250 will come out of our 2022 budget and the amount of \$11,250 will come out of the 2023 budget. Chief is looking for the OK to place this order. **A motion was made by Matthew Hoffland and seconded by Kevin Riley to approve this request. Motion carried 2-0.**

The Police Department will be receiving \$33,454.68 from Safer Communities Funding, but have not received any guidelines on how they are able to spend these funds yet. They are hoping they can use it for a lateral hiring package to use as a tool to hire a certified, experienced officer. The amount of bonus would be \$8-\$10,000 depending on qualifications and would be disbursed as follows: \$2,000 upon meeting all hiring qualifications; \$2,000 upon successful completion of field training; \$2,000 upon successful completion of probation and the remainder at the end of a 5 year contract. **A motion was made by Kevin Riley and seconded by Matthew Hoffland to approve the Lateral Hiring Package from the Safer Communities Funding in the amount of \$33,454.68 if they are able to use it in this capacity depending on the guidelines they will receive. Motion carried 2-0.**

The City of Sparta received a total of \$1.029 million in ARAF funding. We received the final list of items that these funds can be used for. They cannot be used for addition to pension funds or to lower any debt. This can be discussed more at our May meeting.

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There were no items mentioned for future consideration.

A motion was made by Matthew Hoffland and seconded by Kevin Riley to adjourn at 6:45 p.m. Motion carried 2-0.

Respectfully submitted,

Julie Hanson
City Clerk

GREAT FUTURES START **HERE.**



5/2/2022

Hello!

I am writing on behalf of the Boys & Girls Club of Sparta to request tourism dollars for our upcoming 22nd Annual Sparta Stampede. The Stampede has become an integral fundraiser for our Club's operating budget. On average, we have over 400 runners and walkers participate in this family friendly race each year. Based on data we have collected on our race participants from 2016 through 2019 we can demonstrate 32 % of attendees are outside the 54656 zip code.

These people are visiting and enjoying their time in Sparta and spending money while in town. Visitors are dining out; staying at hotels, campgrounds and B & B's; shopping locally; riding our bike trails; and enjoying Butterfest. While we are hosting the event for our local Boys & Girls Club programming, we are also proud to be helping commerce in the city where our youth and teens live.

We are asking for the city's help in securing funds in the amount of \$1000, through the tourism dollars set aside to help businesses such as our Boys & Girls Club. This request will be a match from the sponsors of our annual event and will be used to help offset the event's expenses. In addition to marketing our local sponsors on our website and our Facebook page, we plan on promoting the Sparta Stampede at local hotels, motels and campgrounds, as well as at the Farmer's Markets, local gyms and the Chamber of Commerce. If appropriate, we would be happy to include the City of Sparta in our marketing materials and platforms.

Thank you for taking the time to consider our proposal. The Sparta Stampede Committee and I feel confident that our fundraiser is an asset to our city. Families can enjoy the outdoors together, participate in something healthy for both their minds and bodies and feel good about helping raise money for the Boys & Girls Club of Sparta.

Respectfully,

Jennifer Simunich,
Executive Director