

**CITY OF SPARTA**  
**COMMON COUNCIL AGENDA**  
**March 15, 2023**

**CITY HALL**

**6:00 P.M.**

**CALL MEETING TO ORDER  
ROLL CALL  
PLEDGE BY ALDERMAN JIM CHURCH  
APPROVAL OF AGENDA**

**CONSENT AGENDA: Minutes of the regular meeting on February 15, 2023 and monthly bills for February.**

**Service Award to Amy Weisenberger for 15 Years of Service to the Sparta Free Library and the City of Sparta**

**RESOLUTIONS**

**Resolution Approving Roadway Functional Classification Changes**

**Resolution Authorizing City of Sparta to Initiate Bonding for Sparta Public Library Expansion Project**

**Resolution Authorizing Amendments to Collective Bargaining Agreement Between City of Sparta and the Sparta Professional Police Association**

**Resolution Authorizing the Planned Unit Development – General Development Plan (PUD-GDP) for 1775 Larson Drive**

**ORDINANCES**

**Ordinance Pertaining to Parking Restrictions on Jefferson Avenue**

**Ordinance Pertaining to Restructuring Historic Preservation Committee**

**OTHER BUSINESS**

**Consideration of Bob Halverson Jr for Park Board**

**Consideration of Brian Harrie for Zoning Board of Appeals**

**Consideration of Carlos Holcomb for Zoning Board of Appeals**

**CITY ADMINISTRATOR REPORT**

**ITEMS FOR FUTURE CONSIDERATION**

**MOTION BY ROLL CALL VOTE TO GO INTO CLOSED SESSION per Wis. Stat. 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: Land Sale in South Pointe Business Park**

**ADJOURN FROM CLOSED SESSION**

Posted: 03/13/2023

**CITY OF SPARTA**  
**COMMON COUNCIL MINUTES**  
**February 15, 2023**

**PRESENT:** Jim Church, Kevin Brueggeman, Bruce Humphrey, Matthew Hoffland, Ed Lukasek, Josh Lydon, Gordon Dace, Mayor Riley

**ABSENT:** Troy Harris

**ALSO PRESENT:** Mark Sund, Dan Hellman, Chief Nottestad, Brad Gilbertson, Michelle Tryggestad, Christy Monk (FEH), Members of Boy Scout Troop 67, Members of the Friends of Sparta Free Library

Mayor Riley called the meeting to order at 6:00 p.m.  
Roll Call was done by the City Clerk.  
The Pledge of Allegiance was led by Gordon Dace.

**A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve this agenda. Motion carried 7-0.**

**A motion was made by Josh Lydon and seconded by Matthew Hoffland to approve the consent agenda consisting of the minutes of the last regular meeting of January 11, 2023 and monthly bills for January. Motion carried 7-0.**

**RESOLUTIONS**

**RESOLUTION ACCEPTING CONSTRUCTION BID FOR  
LIBRARY EXPANSION PROJECT**

Bruce Humphrey read the Resolution the first and second time. Matthew Hoffland moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Bruce Humphrey. Motion carried 6-1. Mayor Riley read the Resolution third time by title only and the Resolution was approved on a roll call vote 5-2, with Gordon Dace and Jim Church voting no.

**RESOLUTION ACCEPTING PROFESSIONAL SERVICES AGREEMENT  
WITH MSA FOR SOUTH POINTE BUSINESS PARK  
PHASE 3 EXPANSION**

Matthew Hoffland read the Resolution the first and second time. Jim Church moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Kevin Brueggeman. Motion carried 7-0. Mayor Riley read the Resolution third time by title only and the Resolution was approved on a roll call vote 7-0.

**RESOLUTION APPROVING RECREATION FEES FOR 2023**

Jim Church read the Resolution the first and second time. Matthew Hoffland moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Kevin Brueggeman. Motion carried 7-0. Mayor Riley read the Resolution third time by title only and the Resolution was approved on a roll call vote 7-0.

### **RESOLUTION APPROVING RIVER RUN SPARTA FEES FOR 2023**

Jim Church read the Resolution the first and second time. Matthew Hoffland moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Kevin Brueggeman. Motion carried 7-0. Mayor Riley read the Resolution third time by title only and the Resolution was approved on a roll call vote 7-0.

**A motion was made by Josh Lydon and seconded by Matthew Hoffland upon proper payment of fees, to approve the “Class B” / Class “B” Liquor License for William Wangerin, Dub’s Pub & Catering LLC dba Dub’s Pub & Catering located at 1215 Angelo Road. Motion carried 7-0.**

**A motion was made by Josh Lydon and seconded by Matthew Hoffland upon proper payment of fees, to approve the “Class A” / Class “A” Liquor License for Oswaldo Cruz Nicolas, Plaza Mexicana, LLC dba Plaza Mexicana located at 620 Industrial Drive, Suite 7B. Motion carried 7-0.**

**A motion was made by Josh Lydon and seconded by Matthew Hoffland upon proper payment of fees, to approve the Miscellaneous License for Cigarettes for Oswaldo Cruz Nicolas, Plaza Mexicana, LLC dba Plaza Mexicana located at 620 Industrial Drive, Suite 7B. Motion carried 7-0.**

**A motion was made by Josh Lydon and seconded by Matthew Hoffland upon proper payment of fees, to approve the Miscellaneous License for Cigarettes for Luxury Smoke, LLC dba Smoke Shop located at 620 Industrial Drive, Suite 10. Motion carried 7-0.**

Mark Sund went over the City Administrator Report.

There were no items for future consideration.

**A motion was made by Bruce Humphrey and seconded by Kevin Brueggeman to adjourn at 7:08 p.m. Motion carried 7-0.**

Respectfully submitted,  
Jennifer Lydon, City Clerk

## **RESOLUTION APPROVING ROADWAY FUNCTIONAL CLASSIFICATION CHANGES**

WHEREAS, the Wisconsin Department of Transportation conducts periodic reviews and updates to the functional classification system of roadways across the state of Wisconsin; and

WHEREAS, the Federal Highway Administration has issued guidance related to the development of functional classification of roadways; and

WHEREAS, the Wisconsin Department of Transportation has submitted Recommended changes to the functional classification system of roadways in the City of Sparta; and

WHEREAS, the changes proposed to the functional classification system of streets in the City of Sparta are shown in the change list, as shown in Exhibit 1 to this Resolution; and

WHEREAS, after review by the City Engineer and staff, the proposed classification changes have been found to be justified.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Sparta, Monroe County, Wisconsin that the City informs the Wisconsin Department of Transportation that the roadway functional classification changes as outlined in the change list, as shown in Exhibit 1 to this Resolution are approved and that the above actions were taken by the Common Council of the City of Sparta.

Dated this 15<sup>th</sup> day of March, 2023.

OFFERED BY:

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Alderman Jim Church

APPROVED BY:

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Kevin Riley, Mayor

**RECOMMENDED FUNCTIONAL CLASSIFICATION CHANGES**

WisDOT Region:	South West (SW)
County:	Monroe
Urban(ized) Area:	Sparta
Population:	9,522

Urban Area:  
**SPARTA**

Starting Mileage:	IH	PA	MA	COL	LOC	TOTAL
	5.05	8.24	7.97	8.03	64.45	93.74

No.	Route	Limits	From	To	IH	PA	MA	COL	LOC	Reason
1	STH 16	STH 71 - I-90 (including ramps)	uMA	to uPA		1.19	-1.19			ADT (5200), Continuity improvement
2	I-90	STH 16 Ramps	uMA	to uPA		1.10	-1.10			Continuity improvement
3	STH 16	Hammer Rd - Aspen Blvd	uPA	to uMA		-1.07	1.07			Continuity improvement
4	W Montgomery St	STH 27 - STH 21	uMA	to uPA		0.48	-0.48			ADT (6500), Continuity improvement
5	E Montgomery St	N Water St - N Rusk Ave	uPA	to uMA		-0.48	0.48			Continuity improvement
6	Industrial Dr	Hoeschler Dr - River Rd	uLOC	to uCOL				0.14	-0.14	Estimated ADT, Land Use (Industrial/Commercial Area)
7	River Rd	Aspen Blvd - Black River St (STH 27)	uLOC	to uCOL				0.95	-0.95	Estimated ADT > 750, Land Use (Industrial/Commercial Area, large trailer park, subdivisions, park)
8	Hoeschler Dr - Roberts Rd - W Averill St	Industrial Dr - Black River St (STH 27)	uCOL	to uLOC				-0.40	0.40	Primary route is River Rd to Industrial Dr and Aspen rather than Hoeschler Dr
9	E Main St	S Water St - East Ave	uMA	to uCOL			-0.29	0.29		ADT (630), Land Use (mostly residential land uses)
10	Riley Rd	STH 71 - STH 16	uLOC	to uCOL				0.86	-0.86	Estimated ADT, Land Use (Manf/Industrial Park)
11	Ideal Rd	Idylwood Ave - Avon Rd	uCOL	to uLOC				-0.98	0.98	No ADT available, Sparse rural residential land use, connects to a rural LOC
12	Aspen Blvd	River Rd - STH 16	uLOC	to uCOL				0.32	-0.32	Estimated ADT > 750, Land Use (large trailer park, subdivisions, park)
13										
14										
15										
16										

Change:	0	1.22	-1.51	1.18	-0.89
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End Mileage:	5.05	9.46	6.46	9.21	63.56	93.74
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End %:	5.4%	10.1%	6.9%	9.8%	67.8%
desirable range		4% - 11%	7% - 14%	3% - 16%	62% - 74%

**RESOLUTION AUTHORIZING CITY OF SPARTA TO INITIATE BONDING FOR SPARTA PUBLIC LIBRARY EXPANSION PROJECT**

WHEREAS, the City of Sparta has approved a bid for construction of the Sparta Public Library Expansion Project and wishes to borrow funds through bonding to complete said project.

AND WHEREAS, the City wishes to make arrangements to borrow those funds in an amount up to \$4,410,000.00 pursuant to Sec. 67 of Wis. Stats., from a qualified lender.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SPARTA, MONROE COUNTY, WISCONSIN, that the City is authorized to make arrangements with a qualified lender to borrow up to \$4,410,000.00 through bonding with the final bonding agreement to be submitted to the Common Council.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute all documents and take all other actions necessary on behalf of the City to initiate and prepare such bonding agreement for final approval by the Common Council.

Dated this 15<sup>th</sup> day of March, 2023.

OFFERED BY:

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Alderman Bruce Humphrey

APPROVED BY:

\_\_\_\_\_  
Kevin Riley, Mayor

**RESOLUTION AUTHORIZING AMENDMENTS TO COLLECTIVE  
BARGAINING AGREEMENT BETWEEN THE CITY OF SPARTA AND  
THE SPARTA PROFESSIONAL POLICE ASSOCIATION**

WHEREAS, the Public Safety Committee has recommended amendments to the collective bargaining agreement between the City of Sparta and the Sparta Professional Police Association and said amendments are stated in the attached Memorandum of Understanding,

NOW THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF SPARTA, MONROE COUNTY, WISCONSIN, that the City of Sparta hereby authorizes the collective bargaining agreement between the City of Sparta and the Sparta Professional Police Association to be amended as stated in the attached Memorandum of Understanding.

Dated this 15<sup>th</sup> day of March, 2023.

OFFERED BY:

\_\_\_\_\_  
Alderman Josh Lydon

APPROVED BY:

\_\_\_\_\_  
Kevin Riley, Mayor



**RESOLUTION APPROVING PLANNED UNIT DEVELOPMENT – GENERAL  
DEVELOPMENT PLAN  
(PUD - GDP)  
(1775 Larson Drive)**

WHEREAS, a Planned Unit Development – General Development Plan (PUD – GDP) has been submitted by JWD Development, LLC, for a parcel of land in the City of Sparta, located at 1775 Larson Drive, and

WHEREAS, The Board of Public Works and The Plan Commission have met and reviewed said application, and

WHEREAS, The Board of Public Works and the Plan Commission have recommended approval,

NOW THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF SPARTA, MONROE COUNTY, WISCONSIN, that the said Planned Unit Development – General Development Plan (PUD – GDP) application is approved.

BE IT FURTHER RESOLVED, that the parcel is designated as a Planned Unit Development – General Development Plan (PUD – GDP), which plan is incorporated herein including any conditions or restrictions imposed by the Common Council.

Dated this 15<sup>th</sup> day of March, 2023.

OFFERED BY:

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Alderman

APPROVED BY:

\_\_\_\_\_  
Kevin Riley, Mayor

**ORDINANCE NO. 1012**  
**ORDINANCE PERTAINING TO PARKING RESTRICTIONS ON**  
**JEFFERSON AVENUE**

THE COMMON COUNCIL OF THE CITY OF SPARTA, MONROE COUNTY, WISCONSIN,  
DO ORDAIN AS FOLLOWS:

Section 1. Sec. 7-88(2)(i) and Sec. 7-89(a)(6) of the Code of City Ordinances are hereby amended so that these paragraphs pertaining to parking on Jefferson Ave shall amended to read as follows:

Sec. 7-88. – Restricted Parking.

(2) Two-hour parking. No person shall park a motor vehicle and no owner of a motor vehicle shall allow it to be parked for longer than two continuous hours in any established two-hour zone from 9:00 a.m. to 6:00 p.m., Monday through Saturday, holidays excluded. Such parking zones and the effective days and hours shall be designated by a sign posted in proximity to such zones. The following shall be established as two-hour parking zones:

(i) Both sides of Jefferson Ave. from the west line of South Water Street to the east line of the alley mid-block between South Water St. and S. Court St., excluding those areas otherwise restricted by this article.

Sec 7-89. – Night Parking

(a) Prohibited. No person shall park a motor vehicle and no owner of a motor vehicle shall allow it to be parked for any period of time between 2:00 a.m. and 6:00 a.m. on the following streets or public ways:

(6) Jefferson Ave. between South Water Street and South Court Street east of the mid-block alley.

Section 2. This ordinance amendment shall be in full force and effect following its passage and publication as provided b by law.

Dated this 15<sup>th</sup> day of March, 2023.

OFFERED BY:

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Alderman Jim Church

PASSED this 15<sup>th</sup> day of March, 2023.

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Jennifer Lydon, City Clerk

APPROVED BY:

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Kevin Riley, Mayor

**ORDINANCE NO. 1013**  
**ORDINANCE PERTAINING TO RESTRUCTURING HISTORIC**  
**PRESERVATION COMMITTEE**

THE COMMON COUNCIL OF THE CITY OF SPARTA, MONROE COUNTY,  
WISCONSIN, DO ORDAIN AS FOLLOWS:

Section 1. Sec. 20-24 of the Code of City Ordinances is hereby amended so that Paragraphs (a) and (b) pertaining to membership and term of service in the Historic Preservation Committee shall be amended to read as follows:

Sec. 20-24

- (a) An historic preservation commission is created which consists solely of the members of the city Plan Commission. The members shall be competent and informed in the historical, architectural, and cultural traditions of the community.
- (b) The terms of each member shall coincide with the members term on the Plan Commission. A vacancy occurring in the membership for any cause shall be filled in the manner in which required of the plan commission.

(Prior Code, § 20.03)

Section 2. This ordinance amendment shall be in full force and effect following its passage and publication as provided b by law.

Dated this 15<sup>th</sup> day of March, 2023.

OFFERED BY:

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Alderman Ed Lukasek

PASSED this 15<sup>th</sup> day of March, 2023.

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Jennifer Lydon, City Clerk

APPROVED BY:

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Kevin Riley, Mayor

## City Administration Report March 2023

### **City Projects & Information**

- New bridge in golf course construction planning ongoing. Start date to be early spring, completion by summer.
- Phase 3 for South Pointe in planning stages.
- Working with Chamber of Commerce for new storage facility.
- Continuing to work with County and DNR for contaminated water resolution regarding Sand Creek Landfill.

### **Budget**

2023 budget mill rate \$5.19.

### **Financial**

- Financial report attached for February.

### **Economic Development**

- Multi-tenant building off HWY 71 finishing
- Starbucks finishing- Contractor issued permits for finishing, hopefully will be open soon!
- Max Building Solutions started
- Working on next step for Avon Rd. apartment development
- Sparta Soda Company (old PD) coming along nicely. Many changes have already been made inside. Slated to open this summer.

Economic Development activity continues to be active. Continue to have contacts with several prospects in South Pointe.