

CITY OF SPARTA
PARK BOARD AGENDA
April 3, 2023

CITY HALL

6:00 P.M.

- 1. Call Meeting to Order**
- 2. Consent Agenda Consisting of Minutes of the Regular Meeting on March 6, 2023 and Monthly Bills for February**
- 3. Parks & Recreation Director's Report**
- 4. Maintenance Supervisor Report**
- 5. Discussion and Consideration of Pickle Ball Courts**
- 6. Discussion and Consideration of Bunker Rakes**
- 7. Consideration of Scoreboard Sponsorship Diamond #2**
- 8. Items for Future Consideration**
- 9. 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: 03/31/2023

CITY OF SPARTA
PARK BOARD MINUTES
March 6, 2023

PRESENT: Jim Church, Josh Lydon, Matthew Hoffland, Brian Harrie, Marcus Novak

ABSENT: Cory Bowser

ALSO PRESENT: Brad Gilbertson, Todd Fahning, Mark Sund, Kevin Riley, Sami Weaver, Erik Jones, Reinhard Mueller, Bob Halverson

Jim Church called the meeting to order at 6:00 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 February 6, 2023 and monthly bills for February. Motion carried 5-0.

Brad Gilbertson presented the Parks and Recreation Director's report for March. He added there have been no applications for Golf Professional. They may possibly have to revise the job requirements and expectations.

Brad presented the Maintenance Supervisor Report for March.

The purchase of a new scoreboard for Diamond #1 is in the long-range, five-year plan and is set for 2024; however, they are having issues with the current one and can't obtain parts to fix it. The money would come from the Capital Outlay Budget. The Nevco scoreboard is the same type they have on Diamonds #3 and #4 and the wireless remote controls have good range and are universal.

A motion was made by Brian Harrie and seconded by Marcus Novak to approve the purchase of the Nevco Scoreboard for Diamond #1 in the amount of \$18,104.44. Motion carried 5-0.

The proposed scoreboard for Diamond #2 from Nevco is the same type as for Diamond #1, only a smaller model. Brad believes that if they order both scoreboards, they will save some money in freight charges.

A motion was made by Brian Harrie and seconded by Matthew Hoffland to approve the purchase of the Nevco Scoreboard for Diamond #2 in the amount of \$5,288.13. Motion carried 5-0.

Child Services at Fort McCoy is trying to provide more services to their youth through our Park and Recreation Department. They are requesting one non-resident pool pass at a rate of \$210.00 for the summer to bring approximately 30 children to open swim. They will provide all the staffing for their supervision. This is the same as we provide for the Boys & Girls Club.

A motion was made by Matthew Hoffland and seconded by Marcus Novak to approve the non-resident pool pass for Fort McCoy. Motion carried 5-0.

Brad has been working with his staff, Sami, Alex, and Erik to develop a Memorial Park Community Fundraiser to address the major park improvements and some new projects for the entire park system. The yearly capital outlay budget covers general maintenance and operation funds that allow them to maintain the parks and facilities. They conducted a visitor tracking study to get estimated impressions per summer that occur throughout the park system. They will use this in the advertising to show the number of people each sponsorship could reach. Recognition opportunities include sponsorship on fences, scoreboards, ballfields, and shelters. The funds sponsored are directed to that particular area and any left over funds will go toward the 5-Year Improvement Plan Fund.

A motion was made by Josh Lydon and seconded by Brian Harrie to approve the Memorial Park Community Fundraiser and Recognition Opportunity. Motion carried 5-0.

Reinhard Mueller of The Shovelmen spoke regarding the River Run Sparta Bridge to be constructed at the River Run Golf Course. He stated the plan has been well received and the model created by a Bangor student is on display at the golf course. The bridge will be constructed high enough to produce a better waterway and alleviate any water concerns or issues that could arise. It will also allow clearance for those traveling in kayaks or canoes. They are working through the logistics of golfer traffic to create the least delay as possible. Reinhard stated they are planning a ground breaking ceremony in the first or second week in April. Discussions continue on the naming of the bridge.

Brad stated that school will still be in session on June 8th; therefore, the pool will open on June 9th.

The National American Squirrel Association, the Sparta Rotary Club, and Kiwanis are all assisting in the fundraising for the new playground in Memorial Park.

With Alan Olson's resignation from the board, Kevin Riley will present his appointment of Bob Halverson Jr. to the City Council on Wednesday, March 15th.

A motion was made by Josh Lydon and seconded by Matthew Hoffland to adjourn at 7:00 p.m. Motion carried 5-0.

Respectfully Submitted,
Jennifer Lydon
City Clerk

| Check Number | Check Issue Date | Vendor Name | Invoice GL Account | Invoice Number | Amount | Description |
|--------------|------------------|----------------------|--------------------|-----------------------|-----------|-------------------------------------|
| 132713 | 03/02/2023 | All American Sparta- | 207-52070-240 | 30235 | 55.04 | Radar ceiling panel |
| 132713 | 03/02/2023 | All American Sparta- | 207-52070-240 | 30256 | 45.53 | Radar ceiling panel |
| 132713 | 03/02/2023 | All American Sparta- | 100-55340-240 | 30263 | 17.98 | Flush lever |
| 132723 | 03/02/2023 | The Hardware Store | 206-52060-340 | B371184 | 3.58 | hardware |
| 132744 | 03/08/2023 | AT & T MOBILITY | 100-55340-391 | 287295170288X03012023 | 82.18 | Wireless - Park Director |
| 132752 | 03/08/2023 | LYNX Networks | 100-55340-391 | 773500 3/23 | 407.01 | Telephone - P&R |
| 132755 | 03/08/2023 | Peek, Michael | 100-55340-120 | 2/18-3/3 | 40.00 | Pickleball coordinator |
| 132757 | 03/08/2023 | PREMIER COOPE | 100-55340-371 | 990-9022823 | 149.16 | Diesel |
| 132768 | 03/08/2023 | We Energies | 100-55420-221 | 0705009184-00001 2/23 | 227.35 | GAS - 725 Pine |
| 132768 | 03/08/2023 | We Energies | 206-52061-221 | 0715802928-00001 2/23 | 742.70 | GAS - 1210 E Montgomery |
| 132768 | 03/08/2023 | We Energies | 100-55340-221 | 0715802928-00004 2/23 | 851.18 | GAS - 923 E Montgomery St |
| 132768 | 03/08/2023 | We Energies | 100-55340-221 | 0715802928-00007 2/23 | 407.45 | GAS - 9176 E Montgomery |
| 132768 | 03/08/2023 | We Energies | 100-55340-221 | 0715802928-00015 2/23 | 598.62 | GAS - 408 Osborne Dr |
| 132768 | 03/08/2023 | We Energies | 206-52060-221 | 0715802928-00016 2/23 | 228.13 | GAS - 921 E Montgomery |
| 132768 | 03/08/2023 | We Energies | 207-52070-221 | 0715802928-00018 2/23 | 2,581.60 | GAS - 1000 E Montgomery |
| 132770 | 03/10/2023 | Acushnet Company | 206-52061-340 | 915106450 | 548.09 | Pinnacle rush white 15-ball |
| 132772 | 03/10/2023 | B & B PLUMBING I | 207-52070-240 | 16720 | 37.90 | Toilet top spuds |
| 132774 | 03/10/2023 | BSN Sports | 205-52050-672 | 918968535 | 652.60 | Mount trainer |
| 132779 | 03/10/2023 | DALCO | 207-52070-240 | 4051970 | 23.61 | Breaker 30A |
| 132779 | 03/10/2023 | DALCO | 207-52070-340 | 4051981 | 92.52 | Restroom cleaner |
| 132784 | 03/10/2023 | HORNUNG'S GOLF | 206-52061-340 | 526707 | 766.52 | Tee, repair tools, insect repellent |
| 132784 | 03/10/2023 | HORNUNG'S GOLF | 206-52062-340 | 527374 | 219.14 | Green, yellow, black plastic range |
| 132787 | 03/10/2023 | OTIS ELEVATOR C | 207-52070-240 | CLL15893001 | 1,100.00 | Elevator repairs |
| 132790 | 03/10/2023 | The Hardware Store | 206-52060-340 | A435081 | 3.02 | Hardware |
| 132790 | 03/10/2023 | The Hardware Store | 100-55340-240 | A436157 | 43.74 | Carr Screw, hardware |
| 132790 | 03/10/2023 | The Hardware Store | 207-52070-240 | B37750 | 4.98 | Hardware |
| 132791 | 03/10/2023 | The Key to Comfort | 100-55340-240 | I4149 | 159.75 | Labor, battery |
| 132793 | 03/10/2023 | WISCONSIN STATE | 206-52061-340 | BG0033078-79 | 144.00 | RIVER RUN GOLF COURSE-me |
| 132796 | 03/15/2023 | Brightspeed | 206-52060-391 | 301281075 3/23 | 116.73 | Telephone-River Run |
| 132796 | 03/15/2023 | Brightspeed | 100-55420-391 | 301282756 3/23 | 206.94 | TELEPHONE - Swimming Pool |
| 132796 | 03/15/2023 | Brightspeed | 100-55340-391 | 301284718 3/23 | 36.40 | Elevator-Comm Center |
| 132818 | 03/15/2023 | XCEL ENERGY | 100-55340-220 | 52-0010640765-3 2/23 | 18.11 | Electric - 230 East Ave |
| 132818 | 03/15/2023 | XCEL ENERGY | 100-55340-220 | 52-0013475453-8 2/23 | 62.48 | Electric - 100 E Main |
| 132818 | 03/15/2023 | XCEL ENERGY | 100-55340-220 | 52-6161038-0 2/23 | 38.83 | Electric-116 E Wisconsin |
| 132818 | 03/15/2023 | XCEL ENERGY | 100-55340-220 | 52-8114228-3 2/23 | 43.66 | Electric-1200 Aspen Blvd |
| 132826 | 03/17/2023 | JOHN DEERE FINA | 100-55340-340 | 2404207 | 189.85 | Motor treatment, rotella oil |
| 132828 | 03/17/2023 | XCEL ENERGY | 100-55420-220 | 52-0010118663-3 2/23 | 362.69 | Electric-725 Pine |
| 132828 | 03/17/2023 | XCEL ENERGY | 100-55340-220 | 52-0011706268-2 2/23 | 20.88 | Electric-120 N Water |
| 132828 | 03/17/2023 | XCEL ENERGY | 100-55340-220 | 52-4686741-2 2/23 | 15.45 | Electric-1205 E Montgomery |
| 132828 | 03/17/2023 | XCEL ENERGY | 100-55340-220 | 52-7638445-5 2/23 | 112.03 | Electric-921 E Montgomeryt |
| 132828 | 03/17/2023 | XCEL ENERGY | 100-55340-220 | 52-8114228-3 2/23 | 60.64 | Electric-210 E Montgomery |
| 132828 | 03/17/2023 | XCEL ENERGY | 100-55340-220 | 52-8688357-4 2/23 | 54.46 | Electric-721 Pine |
| 132828 | 03/17/2023 | XCEL ENERGY | 100-55340-220 | 52-8688358-5 2/23 | 53.13 | Electric-719 Pine |
| 132829 | 03/17/2023 | YAMAHA GOLF & U | 206-52060-816 | 01-289652 | 31,250.00 | Yamaha - 2022 Bluestone fleet |
| 132845 | 03/22/2023 | CHARTER COMMU | 100-55340-391 | 0126718030523 | 129.98 | Internet & Voice - P&R |
| 132850 | 03/22/2023 | Giraud, Sandy | 100-55340-120 | WINTER 2022 | 240.00 | Fitness instructor - Winter session |
| 132852 | 03/22/2023 | Halverson Plumbing | 207-52070-340 | 27448 | 130.40 | RP TESTING |
| 132855 | 03/22/2023 | Peek, Michael | 100-55340-120 | 3/4-3/17 | 80.00 | Pickleball coordinator |
| 132859 | 03/22/2023 | XCEL ENERGY | 100-55340-220 | 52-7351573-2 2/23 | 228.42 | Electric-318 S Chester |
| 132865 | 03/24/2023 | KREIDER, JENNIF | 100-55340-120 | SPRING 2023 | 640.00 | FITNESS INSTRUCTOR |
| 132871 | 03/28/2023 | Carpenter, Jennifer | 100-55340-120 | 1/11-3/15 | 280.00 | Fitness instructor |
| 132879 | 03/28/2023 | XCEL ENERGY | 206-52061-220 | 52-6161037-9 2/23 | 3,653.71 | Electric-1210 E Montgomery |
| 132883 | 03/30/2023 | BROOKS TRACTO | 100-55340-340 | J04656 | 99.48 | Extension sprin |
| 132885 | 03/30/2023 | Carrico Aquatic Res | 100-55420-240 | 20231153 | 1,500.00 | Consult-repair pvc pipe & flanges |
| 132904 | 03/30/2023 | PREMIER COOPE | 206-52061-371 | 154738 | 803.75 | No lead |
| 132904 | 03/30/2023 | PREMIER COOPE | 206-52061-371 | 154739 | 868.05 | No lead |
| 132904 | 03/30/2023 | PREMIER COOPE | 206-52060-371 | 154740 | 351.89 | Diesel |

| Check Number | Check Issue Date | Vendor Name | Invoice GL Account | Invoice Number | Amount | Description |
|---------------|------------------|--------------------|--------------------|----------------|------------------|------------------------|
| 132905 | 03/30/2023 | REINDERS INC | 206-52060-340 | 6028052-00 | 132.33 | Filter - spin on |
| 132905 | 03/30/2023 | REINDERS INC | 206-52060-340 | 6028052-01 | 145.32 | Support - hose |
| 132905 | 03/30/2023 | REINDERS INC | 206-52060-340 | 6028227-00 | 21.80 | Frt on warranty repair |
| 132913 | 03/30/2023 | Tri-State Business | 100-55340-310 | 568995 | 114.08 | Contract #100306-05 |
| Grand Totals: | | | | | <u>52,294.87</u> | |

Parks & Recreation Director's Report

April 3, 2023

Adult Softball League

League info is out and available to teams, we have had a couple of teams turn in payment and registrations forms. We have been in contact with umpires and league is scheduled to start in early May.

Wrestling

We had a great wrestling season again this year with 89 wrestlers in the program. We had 4 wrestlers that qualified for the Youth State Tournament, we had some success at the tournament and Hunter Huntington (7 grader) placed 4th in state.

Gymnastics

Gymnastics continues to be very popular with 110 participants in the program this spring. Several of our classes are full and have students on a waiting list.

Youth Archery

We ran two beginning Archery classes this spring, as we bring this program back we will look at offering the advanced archery class also.

Youth Soccer League

Soccer will start the week of April 3rd. We currently have 126 kids registered for the Spring Soccer Program and have close to 25 on a waiting list. At this time we don't have enough coaches to allow anymore participants into the program.

Pickleball

Drop in Pickleball is still popular and the Pickleball league is running good. We have about 20 people attending the drop in Pickleball on Mon., Wed., and Fri. mornings.

Adult Fitness Classes

Classes have started up again for the spring session. Registrations are pretty consistent with the past with 5-10 participants in most classes.

Pool

We have a good group of returning guards and CABS for the summer. Sami has been interviewing new staff and Alex attended and passed his Lifeguard Instructor course so he will be able to teach the lifeguard/cpr to all the new staff.

We will be starting to drain the pool and cleaning the pool vessel at the beginning of April.

Misc.

All rehire letters have been sent out for the maintenance staff. Most of the crew is returning for the season and we are in the process of hiring the few positions that are open.

Shelter rentals for the summer have been coming in frequently and we are starting to fill up for the busy weekends. The Fitness Center continues to be a popular venue and is rented every weekend.

Golf Course

We have started the spring cleanup of the course and will open when the course is ready.

We have interviewed the two candidates we had for the Golf Professional positions and have offered the position to Chris Larsen, he will be starting in the middle of April when he moves back to the area.

We have started taking membership registrations at the Parks and Recreation Office. We will schedule some evening hours and possibly some weekend's days for those who are not able to make it during business hours at the Parks and Recreation Office. So far things are going well with the new system, we are learning our way through it and support has been good for issues we have come across.

Maintenance Supervisor Report

April 1, 2023

Golf Course

- Finished with annual maintenance on equipment
- Put fertilizer on greens
- Grass is still brown and in dormant stage, warmer weather and some rain will help
- Started picking all the broken limbs from first heavy snow fall
- Greens came out of winter in really good shape, course is firming up
- No opening day set for course, just waiting on mother nature

Parks

- Finished with annual maintenance on equipment
- Checked bases and sprayed foul lines on all ball fields
- Installed sound system on diamond #2
- Update on Scoreboards for diamond #1 and #2, anticipated delivery date of 4/20/23
- Installed new ice machine at the Greens

Bunker Rakes

Standard Golf Company

- Tour Smooth II – Green Handle with a 60” Gator Grip and a 15” rake width plastic head
- **Gator Grip** is a better surface coating that withstand sunlight much better than the old composite material. Much better with splintering and fading.
- \$309.00 per box of 12 = \$25.75 per rake

Par Aide

- Accuform AccuCurv – Green Pro Tect 54” handle with a 15” raking head
- \$575.00 per box of 25 = \$23.00 per rake

Cart Rakes

Standard Golf Company

- 48” wood handle with a 15” high impact plastic head
- \$153.00 per box of 12 = \$12.75 per rake

Par Aide

- 48” aluminum handle with a 15” Accucurv plastic head
- \$643.75 per box of 25 = \$25.75 per rake

Bunkers on River Run

- Total of 44 bunker on 18 holes/chipping green
- 2 rakes per bunker = 88 rakes needed
- Added time by having rakes in traps for the SandPro: 44 traps X 2minutes per trap = 88 additional minutes per day (x 7 days a week) = 616 minutes or 10.25 hours per week. This extra time would be getting of the SandPro and moving the rakes out of the bunkers and them moving them back into the bunkers where they belong.
- Potential for extra time for the SideWinder: 44 traps X 2 minutes per trap = 88 minutes addition time per day (x 2 days per week) = 176 minutes or 3 hours per week.

Golf Carts (Private and Course owned)

- 35 course owned golf carts
- As of 2020, 154 private carts were stored in our buildings
- $35 + 154 = 189$ carts that would need cart rakes
- $189 \times \$12.75 = \2409.75

SPONSORSHIP APPLICATION

Once you have decided how you want to contribute, please fill out the following sponsorship application and return it to the Sparta Parks and Recreation office. Applications will be taken on a first-come, first-serve basis and then will need to get accepted by the Parks and Recreation Department. Sponsorships are limited. Once your application is received and accepted, we will work with you on the next steps. Your donation will be applied to a Memorial Park fund and the Parks & Recreation Department will use the funds to tackle needs of importance. For example, if you choose to sponsor a shelter, the Parks and Recreation crew will first update that shelter and then the rest of the funds will go toward the 5-Year Improvement Plan Fund.

PERSONAL & COMPANY INFORMATION

Donor Full Name : Choice Security & Surveillance
 Address : 18636 Ice castle Road
 Phone Number : 608 269-4200 E-Mail : _____
 Company Name : _____
 Company Address : _____
 Company Phone : _____ E-Mail : _____

RECOGNITION OPPORTUNITIES

Recognition Opportunities - Display your family name, business name, organization, brand or logo throughout Sparta Memorial Park. Naming rights are described below. Donation is due in full up front.

- Fence \$600 / 2-year spot | 4' x 8' Panel | 20 Available
- Scoreboard 1 \$5,000 / 10-year spot | 4' x 8' Panel | 1 Available
- Scoreboards 2 - 4 \$4,000 / 10-year spot | 4' x 8' Panel | 3 Available *Field #2*
- Field \$7,000 / 10-year spot | 2' x 8' & 2' x 4' Panel (Plus Digital Marketing) | 4 Available
- Shelter \$7,000 / 10-year spot | 2' x 4' & 1.5' x 2' Panel (Plus Digital Marketing) | 5 Available

Donation Amount : Donation of materials/labor I would like a donation receipt : Yes No

Make all checks payable to the City of Sparta. Return this form and your payment to the Sparta Parks & Recreation Office.

OFFICE USE ONLY

Date Returned : _____ Payment Type : _____
 Staff Name : _____ Staff Signature : _____

More Information :

📍 1000 E Montgomery St, Sparta, WI 54656
 ☎ 608-269-6322 (Office)
 🌐 parkdir@spartawisconsin.org

Thank you

Choice Security & Surveillance
18636 Icecastle Road
Sparta, WI 54656
(608) 269-4200

Estimate

| |
|--|
| Customer Name / Address |
| Sparta Parks & Recreation Department 1210 E Montgomery St Sparta, WI 54656 |

| | |
|---------|-----------|
| Date | 3/8/2023 |
| Project | Diamond 2 |
| Rep | BG |
| Expires | 3/31/2023 |

| Description | Qty |
|--|-----|
| Microphone, Handheld System (Includes Microphone Clip+Receiver+Batteries) | 1 |
| 120W Amplifier for 4-ohm, 8-ohm, 16-ohm or 70V speaker systems; Built-in FM tuner, PLL-synthesized tuning for drift-free operation Over 800 FM Station presets; Built-in MP3 Player; 7 Audio Inputs: 4 MIC, 3 LINE; Bass and Treble controls; Connects up to 6 individual music and paging zones | 1 |
| Bogen A-Series Speaker, 6 in. White, 8, 16, 32 W taps, 70 V | 2 |
| Mic//Line/Aux/Bluetooth Analog Mixer | 1 |
| All Weather & Security Cover for WTSD Wall Plates | 1 |
| 14/2 conductor stranded direct burial speaker wire & conduit (500') | 1 |
| Conduit, junction boxes and clips | 1 |
| Labor | 1 |

| | | |
|---|-------------------------|------------|
| <i>This is an estimate for the work you requested. Please advise. Thank you!</i> | Subtotal | \$4,055.00 |
| <i>Choice Security & Surveillance requires 50% down prior to ordering and installation of equipment. The remainder is due immediately following completion.</i> | Sales Tax (0.0%) | \$0.00 |
| <i>This bid is based on prices in effect from the above date through the end of the month. Cost may be adjusted in accordance with prices in effect when materials are ordered.</i> | Total | \$4,055.00 |

Customer Signature _____

Sales Rep Signature _____