

CITY OF SPARTA
FINANCE AGENDA
May 3, 2023

CITY HALL

6:00 P.M.

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of Minutes of the Regular Meeting on April 5, 2023**
- 3. Discussion of Hydrant Rental Fee**
- 4. Discussion of Leased Vehicles**
- 5. Consideration of Tourism Funds for Sparta Area National Night Out**
- 6. Consideration of Easement for Golf Course**
- 7. Items for Future Consideration**
- 8. 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 South Pointe Business Park**
- 9. Motion by Roll Call Vote to Adjourn from Closed Session**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 05/02/2023

CITY OF SPARTA
FINANCE MINUTES
April 5, 2023

PRESENT: Matthew Hoffland, Bruce Humphrey, Josh Lydon

ABSENT: None

ALSO PRESENT: Mark Sund, Todd Fahning, Kevin Riley, Emilee Nottestad, Ron Button, Troy Harris, Michelle Tryggestad

Josh Lydon called the meeting to order at 6:00 p.m.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the Consent Agenda consisting of the minutes of the regular meeting of March 8, 2023. Motion carried 3-0.

The Sparta Area School District (SASD) asked the city to have a study performed to determine the best implementation plan for traffic congestion before and after school at the corner of N Water Street and Montgomery Street. Mark Van Wormer stated they have already met with the Department of Transportation (DOT) and the design of adding a turn lane is feasible. The SASD and the city would split the cost of the \$4,500 fee – each paying \$2,250.

A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve the Professional Services Agreement with SEH for the traffic study of Water Street and Montgomery Street. Motion carried 3-0.

Todd stated that our website is in need of updating, as it is difficult to navigate. The city has received a Statement of Work from CivicPlus, whose company is geared toward municipalities and who the city currently contracts with for codifying our municipal code of ordinances. The quote is for a Premium Website Implementation for the initial term in the amount of \$4,059.00 and an annual recurring fee of \$4,261.95. Our current provider has not been very proactive in servicing our website, leaving Sami Weaver to make most of the changes and implementations.

A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve the Website Design and Hosting Statement of Work from CivicPlus. Motion carried 3-0.

The Wisconsin Department of Natural Resources (WDNR) issued a letter informing Monroe County that it was responsible for investigating groundwater contamination migrating from the Sand Creek Landfill. The city's portion of the landfill was encapsulated; however, wells for a few residents do have contaminants. The city has been providing an alternate water option to those residents. The city and Monroe County met and are proposing to jointly retain the services of Ayres Associates for the environmental services. Each party would pay half of the proposed \$3,050 contract amount.

A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve splitting of fees with Monroe County for work on the ground water issue due to the landfill. Motion carried 3-0.

The city received the Agreement of Assessment Services from Accurate Appraisal, LLC for assessment years 2024-2028. The five-year contract is for assessor services and annual market revaluations for \$44,040/annually. The total contract amount is \$220,200.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the Accurate Appraisal, LLC contract for Years 2024 – 2028. Motion carried 3-0.

When the building located at 112 W Main Street was demolished by the city, it left the adjoining building at 108 W Main Street exposed. At that time, the city created an overhang for that building all while still owning the property the overhang was located. The current owner of the building at 108 W Main Street, John Lodico, is selling the property and would like an easement from the city to be able to do so. Todd stated the easement is an approximately ten foot strip of cement.

A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve the Encroachment Easement Agreement. Motion carried 3-0.

Chief Nottestad is proposing a part-time police officer agreement to those officers who have been with the department and are leaving in good standing for other employment. These part-time officers would be provided training at the city's expense in order to retain their certification with the Wisconsin Training and Standards Board, including the minimum number of training hours, firearms qualifications, and EVOC recertification as required by the state. In return, these part-time officers agree to work a minimum of 72 hours of uniformed duties per year, with a maximum of 600 hours per year. They would not be entitled to any benefits, including sick leave, vacation time, or compensatory time or insurance and would be paid at a rate equal to the starting police officer pay for that calendar year, per Union Contract. The current rate in 2023 is \$27.30/hour. She stated this would help immensely with the current shortage of officers and would alleviate some of the overtime for current officers, saving the city money.

A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve the Part-Time Police Officer Contract. Motion carried 3-0.

The Sparta Police Department is requesting approval to purchase field testing equipment called "TruNarc", which is a handheld narcotics analyzer. The analyzer would allow field testing of hundreds of controlled substances at the incident scene versus transferring the substance to the police department for testing.

A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the purchase of Police Department equipment. Motion carried 3-0.

At 6:21 p.m., a motion by Josh Lydon was made for a roll call vote to go into Closed Session per Wis. Stat. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Re: Police Union Contract

Matthew Hoffland, Bruce Humphrey – Yes , and Josh Lydon – Yes voted yes to go into closed session.

A motion was made by roll call vote to return to open session at 6:26 p.m.. Matthew Hoffland – Yes; Bruce Humphrey – Yes; Josh Lydon – Yes.

A motion was made by Matthew Hoffland and seconded by Josh Lydon to approve the Police Union contract raise of 3% and be forwarded to Council. Motion carried 2-1, with Bruce Humphrey voting no.

Mark Sund says they are meeting with a company that offers a system module that would allow residents to pay for services online. Currently, there is a percentage of the actual bill assessed to process the payment. This new service would be a flat fee of \$2.75 to process payments.

A motion was made by Matthew Hoffland and seconded by Josh Lydon to adjourn at 6:32 p.m. Motion carried 3-0.

Respectfully submitted,
Jennifer Lydon
City Clerk

Vehicle	Monthly Lease	Department Total
Building Inspector		
Ford Maverick	\$ 554.44	\$ 554.44
Director of Public Works		
Chevy Silverado 1500	\$ 478.98	\$ 478.98
Parks Department		
Chevy Silverado 1500	\$ 523.82	
Chevy Silverado 1500	\$ 509.50	
Chevy Silverado 1500	\$ 509.50	
Chevy Silverado 1500	\$ 509.50	
Ford F250	\$ 577.94	
Ford F250	\$ 638.70	
Chevy Colorado	\$ 452.52	\$ 3,721.48
Police Department		
Ford Police Interceptor-#52	\$ 974.33	
Ford Police Interceptor-#53	\$ 996.80	
Ford Police Interceptor-#54	\$ 841.34	
Chevy Silverado 1500-Ferguson	\$ 797.89	
Ford Police Interceptor-Tovar	\$ 715.48	\$ 4,325.84
Street Department		
Chevy Silverdado 1500	\$ 494.63	
Ford F250	\$ 499.36	
Ford F350	\$ 829.51	
Ford F350	\$ 686.18	\$ 2,509.68
	City Total	\$ 11,590.42
Sanitation Department		
Ram 1500	\$ 578.30	
Ram 1500	\$ 655.67	
Ford F350	\$ 745.38	\$ 1,979.35
Water Department		
Chevy Silverado 1500	\$ 597.02	
Ford F250	\$ 360.99	
Ford F250	\$ 638.39	\$ 1,596.40