

CITY OF SPARTA
PARK BOARD AGENDA
April 7, 2014

City Hall

6:00 pm

1. Call meeting to order
2. Consent Agenda consisting of: Minutes of March 3, 2014, Park & Rec Director's monthly report for April, monthly bills for March and report from River Run Golf Course
3. Consideration of Removal of Brick Building on Golf Course
4. Consideration of LED Lights in Gym
5. Consideration of Dugout Plan
6. Consideration of Concession Equipment analysis
7. Consideration of Competitive Gymnastics Team
8. Consideration of Pool Schedule
9. Consideration of Changing Flags on Golf Greens
10. Consideration of Exclusive Special Recreation Swimming Time
11. Items for Future Consideration
12. 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: 4-4-14

CITY OF SPARTA
PARK BOARD MINUTES
March 3, 2014

PRESENT: Jim Church, Josh Lydon, Tom Brown, Wil Calkins, Kevin Schmitz, Kris Brieske, Carlos Holcomb

ABSENT: None

ALSO PRESENT: Brad Gilbertson, Mark Sund, Kevin Riley, John McDonald and Jason Hauser

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

A motion was made by Carlos Holcomb and seconded by Josh Lydon to approve the Consent Agenda consisting of minutes from the February 3, 2014 meeting, Park & Rec Director's monthly report for March and monthly bills for February. Motion carried 7-0.

John pooled information from municipalities in our area regarding what they charge for pool fees. Brad and John went through the comparisons and the Board discussed the fees for 2015. John went through the schedule chart for lifeguards and the concession stand employees so you could visualize about how many employees would be needed. During a future meeting, the fees for this season will have to be discussed again when we know a start date for the aquatic center. **A motion was made by Carlos Holcomb and seconded by Wil Calkins to approve the pool fees as presented by Brad and John for the 2015 season. Motion carried 7-0.**

Jason Hauser brought in some pictures of what type of raised gardens he would like to set up at the Community Center. There is a sidewalk there for easy access and the public, Boys and Girls Club, and Senior Citizens could enjoy planting, learning about gardening, taking care of the gardens, and selling their produce. **A motion was made by Kevin Schmitz and seconded by Kris Brieske to approve the building of the raised garden project by Jason Hauser located by the Community Center. Motion carried 7-0.**

Items mentioned for future consideration were:

Lifeguard Course

Look at list of items needed for the Aquatic Center not included in the \$4.9 million cost

What to do with brick building at golf course

A motion was made by Tom Brown and seconded by Carlos Holcomb to adjourn at 6:35 p.m.

Respectfully Submitted,

Julie Hanson
City Clerk

Parks & Recreation Director's Report
April 7, 2014

Adult Softball League

All mailings have been sent out to teams, local teams get the tournament information 2 weeks prior to any non-resident team. We have received several registrations for summer tournaments so far.

Senior Exercise

Joanie continues to offer her Arthritis Foundation Senior Exercise program ever Monday and Thursday morning. She averages 22-24 participants daily.

Wrestling

Wrestling wrapped up at the end of March. We had a great season and some fantastic coaches; Bryan Brooks was the head coach and John McDonald has helped coach the program since he started. We qualified 15 wrestlers to the state tournament and had a very good tournament with 3- 1st place finisher, 1 – 2nd place finishers and 1- 3rd place finishers. We had an end of the season Pizza Party on April 3rd.

Start Smart Golf

Start Smart Golf started on April 3rd. John will be leading this program. We currently have 7 participants signed up for the program and as soon as the weather starts to cooperate we are hoping to move the classes outside.

Tiny Tots

The kids have been enjoying their time with Joanie. There are 9 participants registered at this time. I was able to fill in and teach the class last week while Joanie was on vacation.

Kids Yoga

We offered a Saturday morning kids yoga. It was a 5 weeks session and had 5 participants in each class. The participants really seemed to enjoy the class and have asked the instructor to offer the program again.

Gymnastics

We started the spring session on March 10 and have one of our largest sessions to ever with 150 participants registered for the program this season. We will be offering summer gymnastics camps this summer along with our regular evening classes.

Youth Soccer League

We are scheduled to start the soccer on April 5 which is a week later than it was scheduled to start. With the forecasted of possible significant snow fall on Friday I don't know if we will be able to start. If we are not able to have the skills clinic on Saturday I will hopefully start practice the following week and skip the skills clinic for the season.

Adult Fitness Class

We have another full line up of fitness classes again this season. I will be updating some of the equipment that is getting old and worn. The stretch bands have started to crack and some of them need replacing.

Pool

Work continues at the pool with the rest of the lazy river cement floors being poured a few weeks ago and continual work on the walls for the lazy river. The slide towers have been put up and most of the slide is installed.

John has hired all of the guards, desk, concession, bathhouse and slide attendants. Many of those that are hired are contingent upon them being able to pass the lifeguarding course. John will be teaching a lifeguarding/CPR/ First Aid course April 11-13. The class will meet at the community center on Friday

night and then will be held at the Rumble Fitness center on Ft. McCoy. We are also planning to host a second class in June. Those dates are not yet determined.

John has revised the staff manual for the lifeguards to reflect the different aspects of our new facility.

Misc.

All rehire letters have been sent out for the maintenance staff. Most of the guys are planning to return again this year.

We have started to recruit summer baseball and softball coaches and will be hiring for the umpires and rag ball pitchers soon.

Golf Course

Most of the snow has melted however there is a significant chance of snow fall on Friday, April 4th which would delay the opening of the course.

The course will open as soon as the weather permits.

Ryan has been working in the Pro Shop selling memberships. It sounds like we are on track for similar numbers to last years memberships.

I will be updated the toilet seats in the locker rooms along with adding new soap dispensers and paper towel dispensers.

The guys are working on the sand traps as weather permits. Last fall we cut the edge off of all the traps and are now moving the sand from the middle out to the edges to create a nice edge on the traps. We are planning to get a load of sand from US Silica and a load of regular sand trap sand from Waupaca Sand and put them into 2 different bunkers to compare the different sands. Hopefully the sand from US Silica will be adequate as we would only have to pay for shipping of the sand.

The new mowers and carts were delivered the week of March 31st.

River Run Sparta

Sales Detail By Department: River Run Sparta

From: Saturday, March 1, 2014

To: Monday, March 31, 2014

Item #	Description	Qty	Sales	Cost	Margin %
Department: River Run Sparta					
Sub-Department: Golf Course Revenue					
Item Category: Green Fees					
Item Sub-Category: Packaged Items					
1037	Cart Shed Annual - Gas	126	\$28,350.00	\$0.00	100.00
1038	Cart Shed Annual - Electric	19	\$4,655.00	\$0.00	100.00
Packaged Items Total:		145	\$33,005.00	\$0.00	100.00
Green Fees Total:		145	\$33,005.00	\$0.00	100.00
Item Category: Driving Range Rev.					
Item Type: River Run Sparta					
1230	Range Pass 2013	1	\$113.74	\$0.00	100.00
River Run Sparta Total:		1	\$113.74	\$0.00	100.00
Driving Range Rev. Total:		1	\$113.74	\$0.00	100.00
Item Category: Accounting					
Item Type: River Run Sparta					
1167	Miscellaneous	3	\$702.61	\$0.00	100.00
River Run Sparta Total:		3	\$702.61	\$0.00	100.00
Item Sub-Category: Association Fees					
1040	Men's Association Fees	128	\$3,840.00	\$0.00	100.00
1041	Women's Association Fees	36	\$1,080.00	\$0.00	100.00
Association Fees Total:		164	\$4,920.00	\$0.00	100.00
Accounting Total:		167	\$5,622.61	\$0.00	100.00
Golf Course Revenue Total:		313	\$38,741.35	\$0.00	100.00
Sub-Department: Membership					
Item Category: Accounting					
Item Sub-Category: Donations					
1042	Flower Bed Fund	154	\$308.00	\$0.00	100.00
Donations Total:		154	\$308.00	\$0.00	100.00
Item Sub-Category: 2011 Dues					
1020	Dues - Single Adult	163	\$85,575.00	\$0.00	100.00
1024	Dues - Family	49	\$38,465.00	\$0.00	100.00
1026	Dues - Limited Play	17	\$7,140.00	\$0.00	100.00
1028	Dues - Student	24	\$2,376.00	\$0.00	100.00
1030	Dues - College Student	9	\$1,800.00	\$0.00	100.00
1032	Dues - Junior	3	\$150.00	\$0.00	100.00
2011 Dues Total:		265	\$135,506.00	\$0.00	100.00
Accounting Total:		419	\$135,814.00	\$0.00	100.00
Membership Total:		419	\$135,814.00	\$0.00	100.00
Sub-Department: Unearned Revenue					
Item Sub-Category: Gift Certificates					
1008	Gift Certificate - Issued	1	\$40.00	\$0.00	100.00
1009	Gift Certificate - Redeemed	2	(\$803.88)	\$0.00	0.00
Gift Certificates Total:		3	(\$763.88)	\$0.00	0.00
Item Category: Green Fees					
Item Sub-Category: Services					
1036	Trail User's Fee	151	\$23,405.00	\$0.00	100.00
Services Total:		151	\$23,405.00	\$0.00	100.00
Green Fees Total:		151	\$23,405.00	\$0.00	100.00
Item Category: Accounting					
Item Sub-Category: Rentals					
1039	Locker Rental	29	\$1,160.00	\$0.00	100.00
Rentals Total:		29	\$1,160.00	\$0.00	100.00
Accounting Total:		29	\$1,160.00	\$0.00	100.00
Unearned Revenue Total:		183	\$23,801.12	\$0.00	100.00
River Run Sparta Total:		915	\$198,356.47	\$0.00	100.00

Recommendation for Sparta Parks & Recreation

Stephan Farkas
Professional Lighting Systems, LLC
Toll Free: (877) 766-8065
E-mail: prolight@centurylink.com

3/20/13 (Valid 30 Days)

Thank you for allowing me to present what I think you will agree is the best choice in energy saving lighting.

LED Advantages

Advanced Technology: Extremely reliable lighting with much less falloff (twice as consistent as fluorescent tubes). The high CRI (Color Rendering Index) provides even better light quality than your current lights.

Easily Cleaned: The IP67 Protection Grade of this system means it can be washed down safely. Replacement lenses are readily available and easily installed in case of damage. These fixtures are built to withstand years of tough usage.

Long Life: Rated to 50,000 hours. This means 2.5 times the expected life of metal halide lamps. These arrays can be expected to run service free over 9 years in this application.

Environmentally Sound: No Mercury eliminates hazardous waste materials. Reduces pollution from coal fired plants and positions you for long term sustainability.

Simplified Optics: LED does not rely on mirror pans to direct light to the floor. This eliminates the annual cleaning recommended to maintain light levels. Lumen falloff from dirty mirrors is eliminated.

Energy Savings

<i>Energy Savings</i>	<i>Current</i>	<i>LED</i>
Fixture Wattage	454	148
Fixture Count	20	20
Wattage Saved		6120
Hours/Week (Est.)		60
Annual KWH Saved		19094
Average Cost/KWH		0.105
Estimated Annual Savings		\$2,004.91
With A/C		\$2,345.75

Investment

<i>Item</i>	<i>Investment</i>
Fixture Investment (includes hanging hardware)	\$513.75
Expected Focus on Energy Rebate	-\$60.00
Hardware Investment	\$9,075.00
Payback Period in Years	3.87
Estimated Installation Charges	\$1,280.00
Estimated Five Year Savings	\$11,728.74

Installation is estimated for similar items in comparable installations. Changes will require approval before proceeding in project.

Thank you for your careful consideration of the value involved in using Professional Lighting Systems. I look forward to assisting you in each step of this installation.

Respectfully;

Stephan Farkas
Professional Lighting Systems, LLC

Sparta Family Aquatic Center

Concessions Equipment

Analysis

The Sparta Family Aquatic Center is looking to do various food options for the concessions stand. The Recreation Department has created a menu that believes that it will be well received, manageable for staff, and yield high sales. With the products on the menu a comparison analysis of equipment needed to serve the food has been put together for best & reliable purchase. Information is as follows:

Included in this analysis:

- Menu Items Proposal
- Equipment Needed Proposal
- Cost Comparison of Equipment needed
- Food Cost Breakdown

Sparta Family Aquatic
Center

menu

Pizza	\$1.50
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Hot Dogs	\$1.50
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Pretzel	\$1.50
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Pretzel w/cheese	\$2.00
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Candy Bars	\$1.00
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Nachos w/CHEESE	\$2.00
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Ice Cream Sandwiches	\$1.00
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Equipment Needed for Concessions Area:

- Hot Dog Roller
- Hot Dog Roller Sneeze Guard
- Microwave
- Cheese Warmer
- Cheese Dispenser
- Trays
- Napkins
- Condiments

Hot Dog Roller

Equipment	Item	Cost
Hot Dog Roller	10 – Dog Roller Grill – Benchmark	\$259.00 + Shipping
Hot Dog Roller	20 – Dog Roller Grill Benchmark	\$299.00 + Shipping
Hot Dog Roller	30 – Dog Roller Grill Benchmark	\$379.00 + Shipping
Hot Dog Roller	30 – Dog Roller Grill Star (X30)	\$616.00 + Shipping
Hot Dog Roller	27 Dog Roller Superior Equipment	\$926.25 + Shipping
Hot Dog Roller – Sneeze Guard	10 Dog Roller	\$139.00 + Shipping
Hot Dog Roller – Sneeze Guard	20 Dog Roller	\$159.00 + Shipping
Hot Dog Roller – Sneeze Guard	30 Dog Roller	\$179.00 + Shipping
Hot Dog Roller Sneeze Guard	Superior Equipment	\$210.00+ Shipping

Cheese Warmer

Equipment	Item/Seller	Cost
Cheese Warmer	Gold Medal – (5330) Foodservicewarehouse.com	\$167.99 + Shipping
Cheese Warmer	WebstaurantStore.com	\$196.35 w/shipping
Cheese Warmer	KaTom Restaurant Supply	\$184.17 w/shipping
Cheese Warmer	Peachsuite.com	\$177.28

Cheese Dispenser

Equipment	Item	Cost
Cheese Dispenser	Gold Medal – 5300 El Nacho Grande Bag Cheese Dispenser	\$364.03 w/Shipping
		\$403.99
		\$381.37
Cheese Dispenser	Gold Medal – Sam’s Club	\$376.00
Cheese Dispenser	Superior Equipment - Server Nacho Cheese Warmer	\$375.25

Microwave

A microwave has been donated to the Family Aquatic Center. The microwave has been inspected and approved by the state health inspector.

Food Items

Equipment	Item	Cost
Cheese	Cheese Bags	\$42.98 – 4/140 oz bgs.
		560 oz/\$42.98 = .07675/per oz
Pretzel Sold at \$2.00/each	Frozen Pretzel Tray Cheese	\$8.98 – 20 ct. = \$0.449 each \$26.16/500 = .05232 each (3oz) .07675/oz = .23025 = .73157/pretzel
Chips Sold at \$2.00/each	Chips Tray Cheese	\$19.98/48 = .41625/bag .05232/ea .23025/ea = .69882
Hot Dogs Sold at \$1.50/each	Hot Dog Bun Ketchup Mustard Cheese Napkins	\$22.48/80 ct = .281/ea \$2.27/16 ct = .141875/ea. \$17.64/1000ct = .01764/ea \$7.88/500ct = .01576/ea .23025 \$12.98/3000 = 0.004306/ea = .690831/ea

Blue Angels Gymnastics

20256 West Mill Road

Galesville, WI 54630

608-582-3547

Lea Ann Bohn – Head Coach/ Owner

Pay: \$30,000 per year

Assistant Coach: \$14.00

Competing Levels: 1- 9 AAU

Competing Season: November-April

Monthly Prices:

Beginner – 1x per week: \$40

Level 1 – 1x per week: \$50

– 2x per week: \$65

Level 2, 3 & 4 – 1x per week: \$60

– 2x per week: \$80

- 3x per week: \$90

Optional (Level 5 and up) -2x per week: \$80

-3x per week: \$90

-4x per week: \$100

Blue Angels run the Competitive and Recreation Program at the same time. All students learn the routines and can compete. Students must learn routines to progress levels.

Blue Angels currently have 50 + students competing. Lea Ann hosts 2-4 Invites per season.

Livingston Twisters

Hwy E

Livingston, WI 53554

608-943-8181

John Mullarney – Head Coach/ Owner

Competing Levels: 3-9 USAG

Competing Season: September-April

Prices:

Team 1x per week: \$255/Semester

Team 2x per week: \$425/Semester

Livingston Twisters does NOT run Recreation and Competitive classes together.

TNT Gymnastics

Richland Center, WI

608-279-9913

Tracey Steldt: Owner/ Head Coach

Competing Levels: 2-9 AAU/ USAG

Competing Season: October-April

Prices:

All Levels 1x per week - \$100 per Month

2x per week - \$125 per Month

3x per week - \$150 per Month

4x per week - \$200 per Month

TNT does not offer any meets during the season.

AMKM

5271 Magnolia Ave
Rockland, WI 54653
(608)654-5695

Susan Arentz: Owner

Competing Levels: 1-9 AAU

Competing Season: November-April

Prices:

Level 1, 2 & 3 - \$80 per month (2 classes per week)
Minimum of 2 classes per week

Level 4 - \$112 per month (3 classes per week)
Minimum of 3 classes per week

Level 5 and Up - \$144 per month (4+ classes per week)
Minimum of 4 classes per week

AMKM does not offer an Invitational.

They also run Recreation and Competitive classes together.

Meet Options

- Galesville, WI
- UW La Crosse
- Eau Claire
- Wausau
- Medford
- Watertown
- Marshfield
- Milwaukee Midwest Twisters
- College of Lake County
- Wisconsin Dells
- Gymsport – Winona
- Wild Card Brookfield
- Mississippi River Gymnastics, Dubuque, IA
- Reedsburg
- Whitewater
- Baraboo
- Hazel Green
- Schofield

This is just a list of a few of our options.

Gymnast and Parent Costs

*Each family is responsible for registering with AAU.

- \$16 per year

*Gymnasts will pay Park and Recreation Department for meet dues.

- Meet dues range from \$50-\$120 including coaches fees.

*Team members are required to purchase team Leotard and Warm-Ups

Over the past 5 years, I have poured my heart into building this gymnastics program. Through hard work of my own and the constant support of Brad Gilbertson, we turned this program into something that any coach would be proud to be apart of. When I started working for the Parks and Recreation Department, we only offered sessions twice a year and two days a week with average of 50 students per session. Now we offer sessions all year round and run programs 5 nights a week with 150 plus students. The gymnasts and parents are dedicated to making this program a success. That being said, we have lost at least 12 students to other gyms because of the lack of competitions on our end. I plan a few tumbling meets a year for fundraising purposes but it is not enough. As their coach, I feel that I am letting them down. I should be giving them every opportunity to grow as athletes and individuals. Competition is a great way to discover who you are as a person. It makes for more productive practices as well. Most of my students are young, so the idea of high school gymnastics seems like an eternity away.

I am proposing to offer a competitive traveling gymnastics team at the youth level. We have an amazing opportunity here if we can just capitalize on it. I was able to start a high school team last year and they did very well for their first year. Many of the high school girls had never competed before. I feel we have an extraordinary chance to make Sparta be known in the world of gymnastics. The size of our Recreation program is larger than most clubs. If we teach these girls early, by the time they are in high school, they will be veterans and excel very well. I am confident that with a lot of work, our gymnastics program can compete at a club level and achieve great things. Everything that I have accomplished in the last five years has come to this and I could not be prouder. I want our program to be the model program for

every other Park and Recreation Department. We've done so much and I can't wait to see what the future holds.

I have been fundraising for the last 4.5 years. In the last 3 alone, I have been instrumental in the raising of nearly \$29,000.

To ensure the success, validity, and longevity of this program additional cost that will be incurred will need to be covered. With hours, time and sacrifices, I am requesting additions to my current wages as they stand now. Currently I am a part time employee for the Parks and Recreation Department earning \$12.00 for a maximum of 40.00 hours. A break down of the current hours is as follows:

In office hours: 3 hours

Gym Hours: 25 hours

Home hours: 4 hours

I have been an employee for the Parks and Recreation Department since March of 2009; 5 years; and have not been offered a raise in 3 years. In order for this program to reach the potential I am requesting the following employment status:

Status: Full - Time

Hours: 40 Hours/Week

Wage: Salary \$27,040

or \$14 per hour w/ possibility of overtime

Benefits: Negotiable

Extra duties: Meets and fundraisers would be considered part of job description and overtime would then not be considered. Also, during the one-week breaks, I would be responsible for planning events, coaches training days or planning for next session.