

**CITY OF SPARTA**  
**COMMON COUNCIL AGENDA**  
December 15, 2021

**CITY HALL**

**6:00 P.M.**

**CALL MEETING TO ORDER  
ROLL CALL  
PLEDGE BY ALDERMAN KEVIN BRUEGGEMAN  
APPROVAL OF AGENDA**

**SERVICE AWARD: Mark Van Wormer for 5 years of service with the City**

**CONSENT AGENDA: Minutes of the last regular meeting of November 10, 2021,  
Special Council meeting minutes of December 8, 2021 and monthly bills**

**ORDINANCES**

**Ordinance Pertaining to Adding Restricted Parking for Police Business**

**RESOLUTIONS**

**Resolution Authorizing Contract for Engineers for John Street Reconstruction  
Project**

**Other Business**

**Consideration of Class “A” Retail Beer License for Mariah Lopez dba Super  
Mercado Oaxaca, LLC located at 112 S. Water Street**

**Consideration of Class “B” Beer License for Girish Patel, OMRAJ Hospitality, Inc.  
dba Super 8 Motel located at 716 Avon Road**

**Consideration of Election Workers for the term of January 1, 2022 through  
December 31, 2023:**

**Cyndi Wise**

**Karen McClain**

**Amy Bernath**

**Jean Gleiss**

**Julie Cochran**

**Barb Smith**

**KaLia Smith**

**Names received from Republican Party:**

**Sarah Curtis**

**Kristin Gilbertson**

**Tim Ackerman**

**Michelle Breen**

**Name received from the Democratic Party:**

**Teri Jefferson**

**Edith Habegger**

**Jean Amundson**

**Cindy Simpkinson**

**Judy Schure**

**Sheila Rhodes**

**Mark Baltz**

**Jim Jefferson**

**Ardell Muehlenkamp**

**Darleen Ziegler**

**Donna Kemp**

**Sara Kemp**

**Janis Jensen**

**Scott Giese**

**Heidi Coburn**

**Emily Diefenbaugh**

**Becca Gonzalez**

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**Richard Schaffer**

**Consideration of Police Contracts for term 2022 - 2024**

**CITY ADMINISTRATOR REPORT**

**ITEMS FOR FUTURE CONSIDERATION**

**ADJOURN**

**CITY OF SPARTA**  
**COMMON COUNCIL MINUTES**  
**November 10, 2021**

**PRESENT:** Mayor Gust, Kevin Brueggeman, Josh Lydon, Kevin Riley, Matthew Hoffland, Bruce Humphrey, Ed Lukasek, Jim Church, Anthony Boltik

**ABSENT:** None

**ALSO PRESENT:** Todd Fahning, Mark Sund, Colonel Poss, Pat Mulvaney, new reporter, Dan Hellman, Mark Van Wormer, John Winkelman, Michelle Tryggestad, 2 men with the Colonel

Mayor Gust 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 Alderman Church

**A motion was made by Ed Lukasek and seconded by Josh Lydon to approve this agenda. Motion carried 8-0.**

Colonel Michael Poss from Fort McCoy gave an update to the Council regarding the Afghan situation and training. He stressed the appreciation of the long-term partnership between Fort McCoy and the City. Last year they trained 60,000 soldiers including navy recruits. By having local training, this has had a good economic impact for the City of Sparta. Out of the 13,000 Afghans that arrived here, there are about 10,000 left out there. They have been well fed, well clothed and well taken care of. The Colonel also presented a plaque to the Mayor in appreciation of this partnership. Both Alderman Lukasek and the Mayor complimented the Colonel and his men for their service to our Country and our community.

**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 October 13, 2021 and monthly bills. Motion carried 8-0.**

**ORDINANCES**

**ORDINANCE \_\_999\_\_**

**ORDINANCE PERTAINING TO RESIDENCY RESTRICTIONS OF SEX OFFENDERS**

Kevin Riley read the Ordinance the first and second time. Jim Church moved to read the Ordinance third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Matthew Hoffland. Motion carried 8-0. Mayor Gust read the Ordinance third time by title only and the Ordinance was approved on a roll call vote 8-0.

**RESOLUTIONS**

**RESOLUTION APPROVING CERTIFIED SURVEY MAP (JSK Rentals, LLC)**

Kevin Riley read the Resolution the first and second time. Josh Lydon moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Matthew Hoffland. Motion carried 8-0. Mayor Gust read the Resolution third time by title only and the Resolution was approved on a roll call vote 8-0.

**RESOLUTION AUTHORIZING MAYOR TO EXECUTE DEVELOPMENT AGREEMENT  
(Brooks Estates Subdivision)**

Kevin Riley read the Resolution the first and second time. Josh Lydon moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Matthew Hoffland. Motion carried 8-0. Mayor Gust read the Resolution third time by title only and the Resolution was approved on a roll call vote 8-0.

**RESOLUTION APPROVING FINAL PLAT  
(Brooks Estates Subdivision)**

Kevin Riley read the Resolution the first and second time. Josh Lydon moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Matthew Hoffland. Motion carried 8-0. Mayor Gust read the Resolution third time by title only and the Resolution was approved on a roll call vote 8-0.

Todd went over the City Administrator's report and highlighted the following items:

There may be some land sales coming in December and January to report to committees.

We are currently finishing up the budget.

Items for future consideration were:

There will be a Special Council meeting on December 8<sup>th</sup> at 7:00 p.m.

The Planning Commission will meet at 6:00 p.m. and the Finance Committee will meet at 6:30 p.m.

The Council wanted to thank all veterans and announce that there will be a ceremony at Blyton Park on November 11<sup>th</sup>.

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**A motion was made by Josh Lydon and seconded by Matthew Hoffland to adjourn at 6:35 p.m. Motion carried 8-0.**

Respectfully submitted,

Julie Hanson,  
City Clerk

**CITY OF SPARTA**  
**SPECIAL COMMON COUNCIL MINUTES**  
**December 8, 2021**

**PRESENT:** Mayor Gust, Josh Lydon, Kevin Riley, Matthew Hoffland, Ed Lukasek, Bruce Humphrey, Anthony Boltik, Kevin Brueggeman

**ABSENT:** Jim Church

**ALSO PRESENT:** Todd Fahning, Mark Sund, Dan Hellman

Mayor Gust called the meeting to order at 7:00 p.m.

Roll Call was done by the City Clerk.

The Public Hearing for the City of Sparta Proposed 2022 Budget was open for comments.

There were no comments made so this public hearing was closed.

**RESOLUTIONS**

**RESOLUTION REGARDING WAGES OF CERTAIN CITY EMPLOYEES  
(NON-UNION – 2022)**

Kevin Riley 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 Josh Lydon. Motion carried 8-0. Mayor Gust read the Resolution third time by title only and the Resolution was approved on a roll call vote 8-0.

**RESOLUTION ADOPTING BUDGET FOR THE YEAR 2022**

Kevin Riley 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 8-0. Mayor Gust read the Resolution third time by title only and the Resolution was approved on a roll call vote 8-0.

**RESOLUTION DETERMINING AND LEVYING TAX FOR GENERAL CITY PURPOSES FOR  
THE CITY OF SPARTA**

Kevin Riley read the Resolution the first and second time. Josh Lydon moved to read the Resolution third time by title only, rules be suspended and placed before the Council for immediate action, seconded by Matthew Hoffland. Motion carried 8-0. Mayor Gust read the Resolution third time by title only and the Resolution was approved on a roll call vote 8-0.

**A motion was made by Josh Lydon and seconded by Matthew Hoffland to adjourn at 7:15 p.m. Motion carried 8-0.**

Respectfully submitted,  
Julie Hanson, City Clerk

Journal	Payee or Description	Date	Check Number	Check Amount
CDJE	to record amazon payment	11/01/2021	1	1,584.21
CDJE	to record amazon payment	11/01/2021	2	29.87
CDJE	to record amazon payment	11/01/2021	3	13.89
CDJE	to record amazon payment	11/01/2021	4	119.99
CDJE	to record amazon payment	11/01/2021	5	139.95
CDJE	to record amazon payment	11/01/2021	6	134.19
CDJE	to record amazon payment	11/01/2021	7	153.78
CDJE	to record amazon payment	11/01/2021	8	9.99
CDJE	to record amazon payment	11/01/2021	9	14.99
CDJE	to record amazon payment	11/01/2021	10	103.57
CDJE	to record amazon payment	11/01/2021	11	17.76
CDJE	to record amazon payment	11/01/2021	12	17.98
CDJE	to record amazon payment	11/01/2021	13	93.07
CDJE	to record amazon payment	11/01/2021	14	4.86
CDJE	to record amazon payment	11/01/2021	15	55.44
CDJE	to record amazon payment	11/01/2021	16	84.99
CDJE	to record amazon payment	11/01/2021	17	480.43
CDJE	to record amazon payment	11/01/2021	18	493.83
CDJE	to record amazon payment	11/01/2021	19	69.00
CDJE	to record amazon payment	11/01/2021	20	78.99
CDJE	to record amazon payment	11/01/2021	21	127.38
CDJE	to record amazon payment	11/01/2021	22	24.99
CDJE	to record amazon payment	11/01/2021	23	235.04
CDJE	to record amazon payment	11/01/2021	24	49.95
CDJE	to record amazon payment	11/01/2021	25	644.70
CDJE	to record amazon payment	11/01/2021	26	400.00
CDJE	to record amazon payment	11/01/2021	27	910.89
CDJE	to record amazon payment	11/01/2021	28	26.99
CDJE	to record amazon payment	11/01/2021	29	136.89
CDJE	to record amazon payment	11/01/2021	30	95.18
CDJE	to record amazon payment	11/01/2021	31	16.95
CDJE	to record amazon payment	11/01/2021	32	494.01
CDJE	to record amazon payment	11/01/2021	33	42.56
CDJE	to record amazon payment	11/01/2021	34	70.16
CDJE	to record amazon payment	11/01/2021	35	169.96
CDJE	to record amazon payment	11/01/2021	36	149.67
CDJE	to record amazon payment	11/01/2021	37	124.14
CDJE	to record amazon payment	11/01/2021	38	565.15
CDJE	to record amazon payment	11/01/2021	39	39.43
CDJE	to record amazon payment	11/01/2021	40	349.99
CDJE	to record amazon payment	11/01/2021	41	136.89
CDJE	to record amazon payment	11/01/2021	42	38.36
CDJE	to record amazon payment	11/01/2021	43	285.70
CDJE	to record amazon pmt	11/01/2021	44	366.53
CDJE	to record amazon pmt	11/01/2021	45	381.30
CDJE	to record amazon pmt	11/01/2021	46	304.30
CDJE	to record amazon pmt	11/01/2021	47	729.95
CDJE	to record lease payment	11/04/2021	48	2,619.49
CDJE	to record lease payment	11/04/2021	49	597.02
CDJE	to record monthly activity	11/30/2021	50	6.00
CDJE	to record monthly activity	11/30/2021	51	552.03
CDJE	to record monthly activity	11/30/2021	52	30.00
CDJE	to record monthly activity	11/30/2021	53	54.29
CDJE	to record monthly activity	11/30/2021	54	51.91
CDJE	to record monthly activity	11/30/2021	55	416.82
CDJE	to record monthly activity	11/30/2021	56	1,700,000.00
CDJE	to record monthly activity	11/30/2021	57	56.90

Journal	Payee or Description	Date	Check Number	Check Amount
CDJE	to record monthly activity	11/30/2021	58	747.58
CDJE	to record monthly activity	11/30/2021	59	880.65
CDP	DIRECT DEPOSIT TOTAL	11/05/2021	92201	90,261.16
CDP	DIRECT DEPOSIT TOTAL	11/19/2021	92202	100,518.71
CDP	ZIEGLER, ANDREA R	11/05/2021	128446	386.38
CDP	CHURCH, JAMES A	11/05/2021	128447	277.05
CDP	LYDON, JOSHUA W	11/05/2021	128448	277.05
CDP	LEIS, VERNON C	11/05/2021	128449	370.77
CDP	ADAMS, RANDY L	11/05/2021	128450	156.99
CDP	BRUEGGEMAN, HAYDEN M	11/05/2021	128451	106.20
CDP	GEIER, GARRETT J	11/05/2021	128452	1,259.62
CDP	HOLLIDAY, ANNALYSSA	11/05/2021	128453	78.50
CDP	KASS, MICHAEL J	11/05/2021	128454	422.33
CDP	KLEMA, ISAAC D	11/05/2021	128455	129.29
CDP	LIETZAU, TY C	11/05/2021	128456	28.45
CDP	MONDAY, SARA E	11/05/2021	128457	50.79
CDP	PITSENBARGER, MAELYN R	11/05/2021	128458	27.70
CDP	RAITEN, LAIRD B	11/05/2021	128459	145.80
CDP	ROELS, THEODORE J	11/05/2021	128460	264.77
CDP	SAVALL, BRUCE O	11/05/2021	128461	503.28
CDP	SPRAIN, MADELYN J	11/05/2021	128462	39.24
CDP	WIEGAND, LILY J	11/05/2021	128463	60.03
CDP	WURZEL, DOUGLAS C	11/05/2021	128464	154.18
CDP	ZIMMERMAN, HAILEE J	11/05/2021	128465	209.81
CDP	HEMMERSBACH, DONALD G	11/05/2021	128466	1,158.62
CDP	KIRCHHOFF, RAYMOND E	11/05/2021	128467	1,129.75
CDP	SUND, MARK D	11/05/2021	128468	263.07
CDP	LEIS, DOUGLAS J	11/05/2021	128469	1,159.46
CDA	1ST COMMUNITY CREDIT UNION - CITY	11/03/2021	128470	208.32
CDA	1ST COMMUNITY CREDIT UNION - PD	11/03/2021	128471	1,084.67
CDA	Advantage Police Supply Inc	11/03/2021	128472	1,323.90
CDA	All American Sparta-City Hall	11/03/2021	128473	82.85
CDA	All American Sparta-Golf Cse	11/03/2021	128474	16.97
CDA	August Winter & Sons Inc	11/03/2021	128475	2,384.00
CDA	B. Anderson Excavating LLC	11/03/2021	128476	461.56
CDA	EVANS PRINT + MEDIA GROUP	11/03/2021	128477	332.00
CDA	Fire Protection Specialists	11/03/2021	128478	1,191.20
CDA	First Supply LLC	11/03/2021	128479	20.93
CDA	FOP Legal Plan Inc	11/03/2021	128480	310.00
CDA	GALLS LLC	11/03/2021	128481	92.55
CDA	GEIER, GARRETT J	11/03/2021	128482	321.66
CDA	JONES CHIROPRACTIC LLC	11/03/2021	128483	98.70
CDA	LYNXX Networks	11/03/2021	128484	990.47
CDA	Manke, Megan	11/03/2021	128485	480.00
CDA	MSA PROFESSIONAL SERVICES INC	11/03/2021	128486	828.40
CDA	Raese, Jeffery J	11/03/2021	128487	67.21
CDA	RAY O'HERRON CO INC	11/03/2021	128488	2,873.01
CDA	Service Plus Heating & Cooling LLC	11/03/2021	128489	846.50
CDA	Sparta Floral & Greenhouses	11/03/2021	128490	41.00
CDA	The Hardware Store #3150 P&R	11/03/2021	128491	23.41
CDA	The Hardware Store #3180 Streets	11/03/2021	128492	380.14
CDA	The Hardware Store #3200 Water Utility	11/03/2021	128493	11.76
CDA	TRAFFIC & PARKING CONTROL CO (TAPCO)	11/03/2021	128494	218.93
CDA	Walmart - Capital One - PD	11/03/2021	128495	226.20
CDA	We Energies	11/03/2021	128496	4,227.50
CDA	WI PROFESSIONAL POLICE ASSO INC	11/03/2021	128497	714.00
CDA	Wisconsin Dept of Justice	11/03/2021	128498	70.00



Journal	Payee or Description	Date	Check Number	Check Amount
CDA	WORKSITE SOLUTIONS	11/03/2021	128499	136.92
CDA	XCEL ENERGY	11/03/2021	128500	1,726.75
CDA	All American Sparta-Park & Rec	11/05/2021	128502	337.14
CDA	ARTHUR CLESEN INC	11/05/2021	128503	2,901.33
CDA	AT & T MOBILITY	11/05/2021	128504	66.39
CDA	B & B PLUMBING INC	11/05/2021	128505	341.58
CDA	B & M Technical Services Inc	11/05/2021	128506	10,155.54
CDA	Brad Olson Electric LLC	11/05/2021	128507	17,821.14
CDA	Cedar Corporation	11/05/2021	128508	11,152.17
CDA	CROELL INC	11/05/2021	128509	1,046.00
CDA	DALCO	11/05/2021	128510	180.92
CDA	Davey's Auto Repair	11/05/2021	128511	288.40
CDA	Davy Laboratories	11/05/2021	128512	4,411.40
CDA	EVANS PRINT + MEDIA GROUP	11/05/2021	128513	116.06
CDA	Fire Protection Specialists	11/05/2021	128514	165.98
CDA	Greeno, Lance	11/05/2021	128515	108.00
CDA	KIWANIS CLUB OF SPARTA	11/05/2021	128516	200.00
CDA	KWIK TRIP INC	11/05/2021	128517	6,470.33
CDA	Mathy Construction Co Inc	11/05/2021	128518	7,427.37
CDA	PER MAR SECURITY SERVICES	11/05/2021	128519	94.50
CDA	SECURIAN FINANCIAL GROUP INC	11/05/2021	128520	1,188.33
CDA	SPARTA COOPERATIVE SERVICES	11/05/2021	128521	743.98
CDA	Sparta Floral & Greenhouses	11/05/2021	128522	46.00
CDA	The Hardware Store #3145 Golf Course	11/05/2021	128523	14.47
CDA	The Hardware Store #3170 Sanitation Dept	11/05/2021	128524	94.38
CDA	Tri-State Business Machines	11/05/2021	128525	99.95
CDA	VERNON ELECTRIC COOP	11/05/2021	128526	52.56
CDA	Walmart - Capital One - City	11/05/2021	128527	310.89
CDA	We Energies	11/05/2021	128528	60.62
CDA	WI STATE LAB OF HYGIENE	11/05/2021	128529	26.00
CDA	XCEL ENERGY	11/05/2021	128530	1,174.58
CDP	AMES, JOEL D	11/05/2021	128531	1,700.95
CDP	AMES, JOEL D	11/05/2021	128532	1,699.53
CDA	MAYO CLINIC	11/10/2021	128533	262.20
CDA	MAYO CLINIC	11/10/2021	128534	212.70
CDA	Adorama	11/10/2021	128535	21.06
CDA	AT & T MOBILITY	11/10/2021	128536	2,810.95
CDA	CenturyLink	11/10/2021	128537	1,303.06
CDA	CENTURYLINK	11/10/2021	128538	28.56
CDA	CULLIGAN - TOMAH	11/10/2021	128539	31.70
CDA	DALCO	11/10/2021	128540	178.64
CDA	EVANS PRINT + MEDIA GROUP	11/10/2021	128541	12.18
CDA	Giraud, Sandy	11/10/2021	128542	298.00
CDA	KREIDER, JENNIFER M	11/10/2021	128543	340.00
CDA	Martin-McAllister	11/10/2021	128544	550.00
CDA	MAYO CLINIC	11/10/2021	128545	346.00
CDA	Serene Clean LLC	11/10/2021	128546	1,600.00
CDA	STAPLES BUSINESS CREDIT	11/10/2021	128547	239.16
CDA	U.S. CELLULAR	11/10/2021	128548	4.80
CDA	XCEL ENERGY	11/10/2021	128549	6,214.01
CDA	ACCURATE APPRAISAL LLC	11/12/2021	128550	8,200.00
CDA	B & M Technical Services Inc	11/12/2021	128551	18,728.00
CDA	Erie Insurance	11/12/2021	128552	1,000.00
CDA	Hagen's Sales & Service	11/12/2021	128553	394.56
CDA	MODERN DISPOSAL SYSTEMS LLC	11/12/2021	128554	17,785.01
CDA	PERKINS OIL	11/12/2021	128555	165.84
CDA	Pitney Bowes - Reserve Account	11/12/2021	128556	5,000.00

Journal	Payee or Description	Date	Check Number	Check Amount
CDA	Tomah Environmental contractors Inc	11/12/2021	128557	516.90
CDA	XCEL ENERGY	11/12/2021	128558	2,806.47
CDP	AMUNDSON, JEAN E	11/19/2021	128559	40.00
CDP	BALTZ, MARK L	11/19/2021	128560	8.50
CDP	BERNATH, AMY E	11/19/2021	128561	40.00
CDP	COCHRAN, JULIE G	11/19/2021	128562	8.50
CDP	HABHEGGER, EDITH D	11/19/2021	128563	8.50
CDP	JEFFERSON, TERESA L	11/19/2021	128564	40.00
CDP	JENSEN, JANIS R	11/19/2021	128565	8.50
CDP	RHODES, SHEILA M	11/19/2021	128566	8.50
CDP	SCHURE, JUDITH A	11/19/2021	128567	8.50
CDP	SIMPKINSON, CYNTHIA H	11/19/2021	128568	8.50
CDP	SMITH, BARBARA A	11/19/2021	128569	8.50
CDP	WISE, CYNTHIA K	11/19/2021	128570	20.00
CDP	ZIEGLER, DARLEEN M	11/19/2021	128571	8.50
CDP	ZIEGLER, ANDREA R	11/19/2021	128572	363.74
CDP	LEIS, VERNON C	11/19/2021	128573	410.52
CDP	BRUEGGEMAN, HAYDEN M	11/19/2021	128574	110.45
CDP	GEIER, GARRETT J	11/19/2021	128575	969.28
CDP	HOLLIDAY, ANNALYSSA	11/19/2021	128576	166.23
CDP	KASS, MICHAEL J	11/19/2021	128577	359.18
CDP	MONDAY, SARA E	11/19/2021	128578	64.64
CDP	PITSENBARGER, MAELYN R	11/19/2021	128579	32.32
CDP	ROELS, THEODORE J	11/19/2021	128580	60.95
CDP	SAVALL, BRUCE O	11/19/2021	128581	434.17
CDP	SPRAIN, MADELYN J	11/19/2021	128582	60.03
CDP	WIEGAND, LILY J	11/19/2021	128583	73.88
CDP	ZIMMERMAN, HAILEE J	11/19/2021	128584	277.84
CDP	HEMMERSBACH, DONALD G	11/19/2021	128585	1,158.62
CDP	KIRCHHOFF, RAYMOND E	11/19/2021	128586	1,035.48
CDP	SUND, MARK D	11/19/2021	128587	263.08
CDP	LEIS, DOUGLAS J	11/19/2021	128588	1,159.46
CDA	1ST COMMUNITY CREDIT UNION - PD	11/16/2021	128589	2,963.97
CDA	CARDMEMBER SERVICE - SANITATION	11/16/2021	128590	268.70
CDA	Cardmember Service - Water Dept	11/16/2021	128591	360.10
CDA	CenturyLink	11/16/2021	128592	169.71
CDA	DeBoer, Lacey	11/16/2021	128593	35.00
CDA	E O Johnson Business Technologies	11/16/2021	128594	6,175.00
CDA	Gerke Excavating Inc	11/16/2021	128595	7,156.87
CDA	GUNDERSEN HEALTH SYSTEM-SELF PAY	11/16/2021	128596	315.21
CDA	Hundt Properties	11/16/2021	128597	184.70
CDA	Pitney Bowes Global Financial Servs LLC	11/16/2021	128598	437.13
CDA	QUILL CORPORATION	11/16/2021	128599	106.82
CDA	SECURIAN FINANCIAL GROUP INC	11/16/2021	128600	94.14
CDA	Verizon Wireless	11/16/2021	128601	206.21
CDA	Wisconsin DNR	11/16/2021	128602	50.00
CDA	XCEL ENERGY	11/16/2021	128603	18,565.85
CDA	ALADTEC INC	11/18/2021	128604	2,547.00
CDA	ARNOLD'S SERVICE & TOWING LLC	11/18/2021	128605	245.00
CDA	CARDMEMBER SERVICE - SANITATION	11/18/2021	128606	.99
CDA	CenturyLink	11/18/2021	128607	227.11
CDA	CHARTER COMMUNICATIONS	11/18/2021	128608	259.96
CDA	CHIPPEWA VALLEY TECH COLLEGE	11/18/2021	128609	450.00
CDA	DALCO	11/18/2021	128610	351.35
CDA	Davey's Auto Repair	11/18/2021	128611	49.50
CDA	EMC INSURANCE COMPANIES	11/18/2021	128612	21,449.03
CDA	MISSISSIPPI WELDERS SUPPLY CO INC	11/18/2021	128613	75.00

Journal	Payee or Description	Date	Check Number	Check Amount
CDA	P & P PRODUCTS	11/18/2021	128614	123.00
CDA	PORTLAND IMPLEMENT	11/18/2021	128615	505.94
CDA	RAY O'HERRON CO INC	11/18/2021	128616	3,310.00
CDA	River Valley Fence & Plot Planners	11/18/2021	128617	8,320.00
CDA	Schumacher Elevator Company	11/18/2021	128618	247.86
CDA	SPARTA COOPERATIVE SERVICES	11/18/2021	128619	125.00
CDA	ST JOSEPH EQUIPMENT INC	11/18/2021	128620	104.35
CDA	TJ'S AUTO GLASS INC	11/18/2021	128621	150.00
CDA	WALMART	11/30/2021	128622	.00
CDA	Wil-Kil Pest Control	11/18/2021	128623	297.00
CDA	Wal-Mart Real Estate Business Trust	11/18/2021	128624	18,695.82
CDA	ERV'S SPARTA AREA FIRE DISTRICT	11/22/2021	128625	102,542.00
CDA	BLUESTEM FORESTRY CONSULTING	11/22/2021	128626	11,715.00
CDA	CENTURYLINK	11/22/2021	128627	188.91
CDA	ERV'S SPARTA AREA FIRE DISTRICT	11/22/2021	128628	29,722.42
CDA	JOHN DEERE FINANCIAL	11/22/2021	128629	235.42
CDA	Kelly Printing Supplies	11/22/2021	128630	85.95
CDA	Tri-State Business Machines	11/22/2021	128631	394.91
CDA	1ST COMMUNITY CREDIT UNION - PD	11/23/2021	128632	3,306.06
CDA	COULEE REGION FOP LDG 20	11/23/2021	128633	156.00
CDA	DELTA DENTAL OF WISCONSIN	11/23/2021	128634	4,325.83
CDA	PREMIER COOPERATIVE	11/23/2021	128635	899.54
CDA	XCEL ENERGY	11/23/2021	128636	4,275.25
CDA	W.W.W.P. - Black River Falls	11/29/2021	128637	105.00
CDA	ARTHUR CLESEN INC	11/30/2021	128653	5,605.18
CDA	Associated Trust Company	11/30/2021	128654	475.00
CDA	Auto Value Parts Stores	11/30/2021	128655	525.38
CDA	B & B PLUMBING INC	11/30/2021	128656	3,450.00
CDA	B. Anderson Excavating LLC	11/30/2021	128657	482.46
CDA	BAKER & TAYLOR	11/30/2021	128658	372.16
CDA	Best Kept Portables LLC	11/30/2021	128659	907.00
CDA	Brad Olson Electric LLC	11/30/2021	128660	491.95
CDA	CENGAGE LEARNING INC/GALE	11/30/2021	128661	226.97
CDA	CENTURYLINK	11/30/2021	128662	16.88
CDA	CHARTER COMMUNICATIONS	11/30/2021	128663	519.41
CDA	City of Sparta	11/30/2021	128664	390.10
CDA	Clark, Chelsey	11/30/2021	128665	124.00
CDA	CLEAN WATER TESTING LLC	11/30/2021	128666	210.00
CDA	CROELL INC	11/30/2021	128667	960.32
CDA	Davy Laboratories	11/30/2021	128668	2,457.50
CDA	EVANS PRINT + MEDIA GROUP	11/30/2021	128669	99.00
CDA	Hawkins Inc	11/30/2021	128670	4,709.16
CDA	Hydrite Chemical Co	11/30/2021	128671	4,653.48
CDA	LYNXX Networks	11/30/2021	128672	80.65
CDA	MODERN DISPOSAL SYSTEMS LLC	11/30/2021	128673	17,785.01
CDA	MONROE COUNTY TREASURER	11/30/2021	128674	1,416.95
CDA	Northern Lake Service Inc	11/30/2021	128675	2,555.40
CDA	O'REILLY AUTOMOTIVE INC	11/30/2021	128676	8.43
CDA	Serene Clean LLC	11/30/2021	128677	1,200.00
CDA	STATE OF WISCONSIN - COURT FINES	11/30/2021	128678	3,066.79
CDA	TRAFFIC & PARKING CONTROL CO (TAPCO)	11/30/2021	128679	143.42
CDA	Tri-State Business Machines	11/30/2021	128680	58.77
CDA	USA Blue Book	11/30/2021	128681	405.46
CDA	WALMART	11/30/2021	128682	900.00
CDA	Walmart - Capital One - Sanitation	11/30/2021	128683	48.05
CDA	Walmart - Capital One - Water	11/30/2021	128684	66.27
CDA	WINDING RIVERS LIBRARY SYSTEM	11/30/2021	128685	63.99

Journal	Payee or Description	Date	Check Number	Check Amount
CDA	WALMART	11/30/2021	128686	900.00
CDA	WALMART	11/30/2021	128687	900.00
CDA	EMPOWER RETIREMENT	11/05/2021	11052101	5,927.40
CDA	INTERNAL REVENUE SERVICE	11/05/2021	11052102	34,539.56
CDA	WI DEPT OF REVENUE - SALES TAX	11/05/2021	11052103	1,495.99
CDA	WI DEPT OF REVENUE - WH	11/05/2021	11052104	6,782.62
CDA	EMPOWER RETIREMENT	11/19/2021	11192101	5,977.40
CDA	INTERNAL REVENUE SERVICE	11/19/2021	11192102	39,904.52
CDA	WI DEPT OF EMPL TRUST FUNDS-HEALTH	11/19/2021	11192103	77,722.58
CDA	WI DEPT OF REVENUE - GARNISHMENT	11/19/2021	11192104	75.00
CDA	WI DEPT OF REVENUE - WH	11/19/2021	11192105	7,883.72
CDA	WISCONSIN RETIREMENT SYSTEM	11/19/2021	11192106	44,232.90
CDP	AMES, JOEL D - DIR DEP	11/05/2021	102221019	.00
CDP	FAHNING, TODD R - DIR DEP	11/05/2021	110521001	.00
CDP	HANSON, JULIE A - DIR DEP	11/05/2021	110521002	.00
CDP	HELLMAN, DANIEL J - DIR DEP	11/05/2021	110521003	.00
CDP	LYDON, JENNIFER L - DIR DEP	11/05/2021	110521004	.00
CDP	SCHMITZ, BARBARA J - DIR DEP	11/05/2021	110521005	.00
CDP	VAN WORMER, MARK L - DIR DEP	11/05/2021	110521007	.00
CDP	CLARK, STEPHANIE A - DIR DEP	11/05/2021	110521008	.00
CDP	EINER, LORI A - DIR DEP	11/05/2021	110521009	.00
CDP	FRIET, DEBRA A - DIR DEP	11/05/2021	110521010	.00
CDP	HAACK, DONNA J - DIR DEP	11/05/2021	110521011	.00
CDP	SCHMITZ, CAROL J - DIR DEP	11/05/2021	110521012	.00
CDP	SCHREIBER, AIMEE L - DIR DEP	11/05/2021	110521013	.00
CDP	SHIPLEY, KRISTIN D - DIR DEP	11/05/2021	110521014	.00
CDP	TRYGGESTAD, MICHELLE M - DIR DEP	11/05/2021	110521015	.00
CDP	WALLACE, NICOLE G - DIR DEP	11/05/2021	110521016	.00
CDP	WEGNER, KIMBERLY A - DIR DEP	11/05/2021	110521017	.00
CDP	WEISSENBERGER, AMY R - DIR DEP	11/05/2021	110521018	.00
CDP	BOLTIK, ANTHONY J - DIR DEP	11/05/2021	110521019	.00
CDP	BRUEGGEMAN, KEVIN K - DIR DEP	11/05/2021	110521020	.00
CDP	GUST, KRISTEN M - DIR DEP	11/05/2021	110521021	.00
CDP	HOFFLAND, MATTHEW G - DIR DEP	11/05/2021	110521022	.00
CDP	HUMPHREY, BRUCE - DIR DEP	11/05/2021	110521023	.00
CDP	LUKASEK, EDWARD J - DIR DEP	11/05/2021	110521024	.00
CDP	RILEY, KEVIN M - DIR DEP	11/05/2021	110521025	.00
CDP	BREY, TYREL J - DIR DEP	11/05/2021	110521027	.00
CDP	DUNFORD, RANDAL S - DIR DEP	11/05/2021	110521028	.00
CDP	ERICKSON, JESSICA R - DIR DEP	11/05/2021	110521029	.00
CDP	ERICKSON, KYLE D - DIR DEP	11/05/2021	110521030	.00
CDP	FERGUSON, BOOKER T - DIR DEP	11/05/2021	110521031	.00
CDP	FISCHER, ZACHARY D - DIR DEP	11/05/2021	110521032	.00
CDP	GURALSKI, KYLE R - DIR DEP	11/05/2021	110521033	.00
CDP	JAMES, BRIAN R - DIR DEP	11/05/2021	110521034	.00
CDP	JOHNSON, COREY D - DIR DEP	11/05/2021	110521035	.00
CDP	KUEN, ANDREW J - DIR DEP	11/05/2021	110521036	.00
CDP	LEE, JENNA RM - DIR DEP	11/05/2021	110521037	.00
CDP	LUDOVIC, JACOB A - DIR DEP	11/05/2021	110521038	.00
CDP	MAGNUS, MARK J - DIR DEP	11/05/2021	110521039	.00
CDP	MITCHELL, JAGER C - DIR DEP	11/05/2021	110521040	.00
CDP	MRDJENOVICH, BROCK V - DIR DEP	11/05/2021	110521041	.00
CDP	NELSON, MARC D - DIR DEP	11/05/2021	110521042	.00
CDP	NOTTESTAD, CHASE E - DIR DEP	11/05/2021	110521043	.00
CDP	NOTTESTAD, EMILEE J - DIR DEP	11/05/2021	110521044	.00
CDP	REVELS, AMANDA N - DIR DEP	11/05/2021	110521045	.00
CDP	RHEINSCHMIDT, BRYCE A - DIR DEP	11/05/2021	110521046	.00

Journal	Payee or Description	Date	Check Number	Check Amount
CDP	SCHROEDER, ETHAN W - DIR DEP	11/05/2021	110521047	.00
CDP	SEUBERT, KYLE J - DIR DEP	11/05/2021	110521048	.00
CDP	TOVAR, JOSE V - DIR DEP	11/05/2021	110521049	.00
CDP	WAGNER, JAMAL J - DIR DEP	11/05/2021	110521050	.00
CDP	BAUMAN, DOUGLAS B - DIR DEP	11/05/2021	110521051	.00
CDP	GILBERTSON, BRADLY T - DIR DEP	11/05/2021	110521052	.00
CDP	HANSEN, EDWARD L - DIR DEP	11/05/2021	110521053	.00
CDP	JONES, ERIK A - DIR DEP	11/05/2021	110521054	.00
CDP	MARTIN, CHRISTOPHER E - DIR DEP	11/05/2021	110521055	.00
CDP	MULLIKIN, BRET J - DIR DEP	11/05/2021	110521056	.00
CDP	OAKLEY, THOMAS K - DIR DEP	11/05/2021	110521057	.00
CDP	PAWLISCH, RYAN D - DIR DEP	11/05/2021	110521058	.00
CDP	PERKINS, SCOTT E - DIR DEP	11/05/2021	110521059	.00
CDP	PIPER, DALE R - DIR DEP	11/05/2021	110521060	.00
CDP	WEAVER, SAMANTHA L - DIR DEP	11/05/2021	110521061	.00
CDP	BREY, JACOB J - DIR DEP	11/05/2021	110521062	.00
CDP	CLARK, GAIL L - DIR DEP	11/05/2021	110521063	.00
CDP	ELLIOTT, BRANDON D - DIR DEP	11/05/2021	110521064	.00
CDP	PASSEHL, DALE W - DIR DEP	11/05/2021	110521065	.00
CDP	THOMAS, SCOTT B - DIR DEP	11/05/2021	110521066	.00
CDP	THURSTON, DUSTIN A - DIR DEP	11/05/2021	110521067	.00
CDP	DIERCKS, CALEB T - DIR DEP	11/05/2021	110521068	.00
CDP	JOHNSON, DENNIS D - DIR DEP	11/05/2021	110521069	.00
CDP	KERSKA, JORDAN J - DIR DEP	11/05/2021	110521070	.00
CDP	ORNES, MATTHEW G - DIR DEP	11/05/2021	110521072	.00
CDP	SULLIVAN, RANDY P - DIR DEP	11/05/2021	110521073	.00
CDP	BECKER, JANICE M - DIR DEP	11/05/2021	110521074	.00
CDP	BETTS, BRIAN - DIR DEP	11/05/2021	110521075	.00
CDP	HANSON, TODD A - DIR DEP	11/05/2021	110521076	.00
CDP	PETERSON, SAMUEL J - DIR DEP	11/05/2021	110521077	.00
CDP	SMITH, JARED D - DIR DEP	11/05/2021	110521078	.00
CDP	FAHNING, TODD R - DIR DEP	11/19/2021	111921001	.00
CDP	HANSON, JULIE A - DIR DEP	11/19/2021	111921002	.00
CDP	HELLMAN, DANIEL J - DIR DEP	11/19/2021	111921003	.00
CDP	LYDON, JENNIFER L - DIR DEP	11/19/2021	111921004	.00
CDP	SCHMITZ, BARBARA J - DIR DEP	11/19/2021	111921005	.00
CDP	VAN WORMER, MARK L - DIR DEP	11/19/2021	111921007	.00
CDP	CLARK, STEPHANIE A - DIR DEP	11/19/2021	111921008	.00
CDP	EINER, LORI A - DIR DEP	11/19/2021	111921009	.00
CDP	FRIET, DEBRA A - DIR DEP	11/19/2021	111921010	.00
CDP	HAACK, DONNA J - DIR DEP	11/19/2021	111921011	.00
CDP	SCHMITZ, CAROL J - DIR DEP	11/19/2021	111921012	.00
CDP	SCHREIBER, AIMEE L - DIR DEP	11/19/2021	111921013	.00
CDP	SHIPLEY, KRISTIN D - DIR DEP	11/19/2021	111921014	.00
CDP	TRYGGESTAD, MICHELLE M - DIR DEP	11/19/2021	111921015	.00
CDP	WALLACE, NICOLE G - DIR DEP	11/19/2021	111921016	.00
CDP	WEGNER, KIMBERLY A - DIR DEP	11/19/2021	111921017	.00
CDP	WEISSENBERGER, AMY R - DIR DEP	11/19/2021	111921018	.00
CDP	AMES, JOEL D - DIR DEP	11/19/2021	111921019	.00
CDP	BREY, TYREL J - DIR DEP	11/19/2021	111921020	.00
CDP	DUNFORD, RANDAL S - DIR DEP	11/19/2021	111921021	.00
CDP	ERICKSON, JESSICA R - DIR DEP	11/19/2021	111921022	.00
CDP	ERICKSON, KYLE D - DIR DEP	11/19/2021	111921023	.00
CDP	FERGUSON, BOOKER T - DIR DEP	11/19/2021	111921024	.00
CDP	FISCHER, ZACHARY D - DIR DEP	11/19/2021	111921025	.00
CDP	GURALSKI, KYLE R - DIR DEP	11/19/2021	111921026	.00
CDP	JAMES, BRIAN R - DIR DEP	11/19/2021	111921027	.00

Journal	Payee or Description	Date	Check Number	Check Amount
CDP	JOHNSON, COREY D - DIR DEP	11/19/2021	111921028	.00
CDP	KUEN, ANDREW J - DIR DEP	11/19/2021	111921029	.00
CDP	LEE, JENNA RM - DIR DEP	11/19/2021	111921030	.00
CDP	LUDOVIC, JACOB A - DIR DEP	11/19/2021	111921031	.00
CDP	MAGNUS, MARK J - DIR DEP	11/19/2021	111921032	.00
CDP	MITCHELL, JAGER C - DIR DEP	11/19/2021	111921033	.00
CDP	MRDJENOVICH, BROCK V - DIR DEP	11/19/2021	111921034	.00
CDP	NELSON, MARC D - DIR DEP	11/19/2021	111921035	.00
CDP	NOTTESTAD, CHASE E - DIR DEP	11/19/2021	111921036	.00
CDP	NOTTESTAD, EMILEE J - DIR DEP	11/19/2021	111921037	.00
CDP	REVELS, AMANDA N - DIR DEP	11/19/2021	111921038	.00
CDP	RHEINSCHMIDT, BRYCE A - DIR DEP	11/19/2021	111921039	.00
CDP	SCHROEDER, ETHAN W - DIR DEP	11/19/2021	111921040	.00
CDP	SEUBERT, KYLE J - DIR DEP	11/19/2021	111921041	.00
CDP	TOVAR, JOSE V - DIR DEP	11/19/2021	111921042	.00
CDP	WAGNER, JAMAL J - DIR DEP	11/19/2021	111921043	.00
CDP	BAUMAN, DOUGLAS B - DIR DEP	11/19/2021	111921044	.00
CDP	GILBERTSON, BRADLY T - DIR DEP	11/19/2021	111921045	.00
CDP	HANSEN, EDWARD L - DIR DEP	11/19/2021	111921046	.00
CDP	JONES, ERIK A - DIR DEP	11/19/2021	111921047	.00
CDP	MARTIN, CHRISTOPHER E - DIR DEP	11/19/2021	111921048	.00
CDP	MULLIKIN, BRET J - DIR DEP	11/19/2021	111921049	.00
CDP	PAWLISCH, RYAN D - DIR DEP	11/19/2021	111921050	.00
CDP	WEAVER, SAMANTHA L - DIR DEP	11/19/2021	111921051	.00
CDP	BREY, JACOB J - DIR DEP	11/19/2021	111921052	.00
CDP	CLARK, GAIL L - DIR DEP	11/19/2021	111921053	.00
CDP	ELLIOTT, BRANDON D - DIR DEP	11/19/2021	111921054	.00
CDP	PASSEHL, DALE W - DIR DEP	11/19/2021	111921055	.00
CDP	THOMAS, SCOTT B - DIR DEP	11/19/2021	111921056	.00
CDP	THURSTON, DUSTIN A - DIR DEP	11/19/2021	111921057	.00
CDP	DIERCKS, CALEB T - DIR DEP	11/19/2021	111921058	.00
CDP	JOHNSON, DENNIS D - DIR DEP	11/19/2021	111921059	.00
CDP	KERSKA, JORDAN J - DIR DEP	11/19/2021	111921060	.00
CDP	ORNES, MATTHEW G - DIR DEP	11/19/2021	111921062	.00
CDP	SULLIVAN, RANDY P - DIR DEP	11/19/2021	111921063	.00
CDP	BECKER, JANICE M - DIR DEP	11/19/2021	111921064	.00
CDP	BETTS, BRIAN - DIR DEP	11/19/2021	111921065	.00
CDP	HANSON, TODD A - DIR DEP	11/19/2021	111921066	.00
CDP	PETERSON, SAMUEL J - DIR DEP	11/19/2021	111921067	.00
CDP	SMITH, JARED D - DIR DEP	11/19/2021	111921068	.00
Grand Totals:				<u>2,618,016.14</u>

## Report Criteria:

Computed checks included  
Manual checks included  
Supplemental checks included  
Termination checks included  
Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	GL Account	Amount
11/12/2021	PC	11/19/2021	128559	AMUNDSON, JEAN E	2501	001-11000	40.00-
11/12/2021	PC	11/19/2021	128560	BALTZ, MARK L	2516	001-11000	8.50-
11/12/2021	PC	11/19/2021	128561	BERNATH, AMY E	2584	001-11000	40.00-
11/12/2021	PC	11/19/2021	128562	COCHRAN, JULIE G	2532	001-11000	8.50-
11/12/2021	PC	11/19/2021	128563	HABHEGGER, EDITH D	2582	001-11000	8.50-
11/12/2021	PC	11/19/2021	128564	JEFFERSON, TERESA L	2545	001-11000	40.00-
11/12/2021	PC	11/19/2021	128565	JENSEN, JANIS R	2518	001-11000	8.50-
11/12/2021	PC	11/19/2021	128566	RHODES, SHEILA M	2511	001-11000	8.50-
11/12/2021	PC	11/19/2021	128567	SCHURE, JUDITH A	2590	001-11000	8.50-
11/12/2021	PC	11/19/2021	128568	SIMPKINSON, CYNTHIA H	2592	001-11000	8.50-
11/12/2021	PC	11/19/2021	128569	SMITH, BARBARA A	2506	001-11000	8.50-
11/12/2021	PC	11/19/2021	128570	WISE, CYNTHIA K	2575	001-11000	20.00-
11/12/2021	PC	11/19/2021	128571	ZIEGLER, DARLEEN M	2577	001-11000	8.50-
11/12/2021	PC	11/19/2021	128572	ZIEGLER, ANDREA R	1080	001-11000	363.74-
11/12/2021	PC	11/19/2021	128573	LEIS, VERNON C	3036	001-11000	410.52-
11/12/2021	PC	11/19/2021	128574	BRUEGGEMAN, HAYDEN M	9424	001-11000	110.45-
11/12/2021	PC	11/19/2021	128575	GEIER, GARRETT J	9025	001-11000	969.28-
11/12/2021	PC	11/19/2021	128576	HOLLIDAY, ANNALYSSA	9006	001-11000	166.23-
11/12/2021	PC	11/19/2021	128577	KASS, MICHAEL J	9410	001-11000	359.18-
11/12/2021	PC	11/19/2021	128578	MONDAY, SARA E	9003	001-11000	64.64-
11/12/2021	PC	11/19/2021	128579	PITSENBARGER, MAELYN R	9355	001-11000	32.32-
11/12/2021	PC	11/19/2021	128580	ROELS, THEODORE J	9403	001-11000	60.95-
11/12/2021	PC	11/19/2021	128581	SAVALL, BRUCE O	9451	001-11000	434.17-
11/12/2021	PC	11/19/2021	128582	SPRAIN, MADELYN J	9470	001-11000	60.03-
11/12/2021	PC	11/19/2021	128583	WIEGAND, LILY J	9375	001-11000	73.88-
11/12/2021	PC	11/19/2021	128584	ZIMMERMAN, HAILEE J	9302	001-11000	277.84-
11/12/2021	PC	11/19/2021	128585	HEMMERSBACH, DONALD G	8020	001-11000	1,158.62-
11/12/2021	PC	11/19/2021	128586	KIRCHHOFF, RAYMOND E	8027	001-11000	1,035.48-
11/12/2021	PC	11/19/2021	128587	SUND, MARK D	1060	001-11000	2,000.00-
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11/12/2021	PC	11/19/2021	111921009	EINER, LORI A	6005	001-11000	888.35-
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Grand Totals:			100				107,735.08-



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Pay Period	Journal	Check	Check		Payee			
Date	Code	Issue Date	Number			ID	GL Account	Amount

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## Report Criteria:

Computed checks included  
Manual checks included  
Supplemental checks included  
Termination checks included  
Void checks included

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## Report Criteria:

Computed checks included  
Manual checks included  
Supplemental checks included  
Termination checks included  
Void checks included

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11/26/2021	PC	12/03/2021	128645	PITSENBARGER, MAELYN R	9355	001-11000	18.47-
11/26/2021	PC	12/03/2021	128646	SPRAIN, MADELYN J	9470	001-11000	39.24-
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11/26/2021	PC	12/03/2021	128648	ZIMMERMAN, HAILEE J	9302	001-11000	225.28-
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11/26/2021	PC	12/03/2021	120321028	DUNFORD, RANDAL S	3011	001-11000	943.08-
11/26/2021	PC	12/03/2021	120321029	ERICKSON, JESSICA R	3008	001-11000	1,099.43-
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11/26/2021	PC	12/03/2021	120321048	WAGNER, JAMAL J	3117	001-11000	1,661.42-
11/26/2021	PC	12/03/2021	120321049	GILBERTSON, BRADLY T	9022	001-11000	1,689.74-
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11/26/2021	PC	12/03/2021	120321051	JONES, ERIK A	9370	001-11000	1,193.90-
11/26/2021	PC	12/03/2021	120321052	MARTIN, CHRISTOPHER E	9675	001-11000	1,177.63-
11/26/2021	PC	12/03/2021	120321053	MULLIKIN, BRET J	9676	001-11000	1,349.99-
11/26/2021	PC	12/03/2021	120321054	PAWLISCH, RYAN D	9339	001-11000	1,239.60-
11/26/2021	PC	12/03/2021	120321055	WEAVER, SAMANTHA L	9383	001-11000	949.83-
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11/26/2021	PC	12/03/2021	120321057	CLARK, GAIL L	7000	001-11000	1,894.46-
11/26/2021	PC	12/03/2021	120321058	ELLIOTT, BRANDON D	7009	001-11000	1,457.54-
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11/26/2021	PC	12/03/2021	120321062	JOHNSON, DENNIS D	8025	001-11000	1,396.40-
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Grand Totals:			88				97,937.59-

## Report Criteria:

Computed checks included  
 Manual checks included  
 Supplemental checks included  
 Termination checks included  
 Void checks included

**ORDINANCE NO. \_\_\_\_\_**  
**ORDINANCE PERTAINING TO ADDING RESTRICTED PARKING FOR POLICE BUSINESS**

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

Section 1. Sec. 7-88 of the Code of City Ordinances is hereby amended so that Paragraph (5)(c) pertaining to parking restrictions for police business shall be added and read as follows:

Sec. 7-88 The following streets and public ways are subject to special time limits as set forth herein:

(5)(c) The four stalls nearest the main entrance to 711 Pine St. on the South Side of the road labeled for "Police Business Parking Only"

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 December, 2021.

OFFERED BY:

\_\_\_\_\_  
Alderman

PASSED this 15<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Julie Hanson, City Clerk

APPROVED BY:

\_\_\_\_\_  
Kristen Gust, Mayor

**Sec. 7-88. - Restricted parking.**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)

The following streets and public ways are subject to special time limits as set forth herein:

(5) *Thirty minute parking.* No person shall park a motor vehicle and no owner of a motor vehicle shall allow it to be parked for more than 30-minutes in any 30-minute zone. The following shall be established as 30-minute parking zones:

- a. The North side of Hoeschler Drive commencing at the west line of Roberts Road and thence westerly 300 feet.
- b. The two southernmost stalls along Beaver Creek in the Franklin Street parking lot.
- c. The four stalls nearest the main entrance to 711 Pine St. on the South Side of the road labeled for "Police Business Parking Only"

## **RESOLUTION AUTHORIZING CONTRACT FOR ENGINEERS FOR JOHN STREET RECONSTRUCTION PROJECT**

WHEREAS, the Public Works Board has approved and recommends to the City Council the attached contract with Short Elliott Hendrickson, Inc. for engineering and consulting services for the John Street Reconstruction Project in an amount not to exceed \$129,900.00

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF SPARTA, MONROE COUNTY, WISCONSIN, that the attached contract with Short Elliott Hendrickson, Inc. in the amount not to exceed \$129,900.00 for engineering and consulting services on the John Street Reconstruction Project for the City of Sparta is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to execute on behalf of the City all documents and perform any other acts necessary or desirable to conclude the transaction and the attached contract with Short Elliot Hendrickson, Inc.

Dated this 15th day of December, 2021.

OFFERED BY:

---

Alderman

APPROVED

---

Kristen Gust, Mayor

## Agreement for Professional Services

This Agreement is effective as of October 27, 2021, between City of Sparta (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: Provide engineering design, construction administration, and resident project representative services for the reconstruction of 2,400 L.F. of John St.

**Client's Authorized Representative:** Mark Van Wormer

**Address:** 201 W. Oak Street  
Sparta, WI 54656

**Telephone:** 608.269.4340 **email:** dpw@spartawisconsin.org

**Project Manager:** Jeremy Tomesh, PE

**Address:** 329 Jay St. Suite 301  
La Crosse, WI 54601

**Telephone:** 608.498.4947 **email:** jtomes@sehinc.com

**Scope:** The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

John St. currently consists of 1,200 L.F. of urban cross-section, and 1,200 L.F. of rural cross-section for a total project length of 2,400 L.F. Water main and sanitary sewer is to be replaced along the entire project limits, and the storm sewer is proposed to be extended to the southern project limits. The street is proposed to be reconstructed with curb and gutter, and sidewalk added to the east side. The intersection with Walrath St. is proposed to be reconstructed in order to provide utility connection points.

### Task 1: Site Investigation & Survey

- Complete field topography survey to develop construction drawings
- Contact Digger's Hotline and request locates of existing utilities along the project. Survey the marked locations of existing underground utilities
- Complete utility inventories of existing storm sewer, water main, valves, and sanitary sewer manholes
- Coordinate geotechnical exploration (soil borings). City to pay geotechnical company directly.

*Subtotal: \$8,400*

### Task 2: Design

- Meet with the City to determine details of project and review all existing information
- Utilize City GIS parcel mapping to estimate available right-of-way
- Design water main and sanitary sewer main
- Review the condition and capacity of the existing storm sewer on the north half of the project. Coordinate televising. Client to pay televising company directly. Review results with the City. If replacement is warranted, engineering therefore will be added by a contract amendment.
- Design a new storm sewer trunk line for the southern half of the project. Storm sewer is assumed to be discharged at the Walrath St. intersection. Storm water detention design is not included.
- Provide a pavement design for the roadway due to the higher than typical trucks using the roadway. Traffic counts and classifications to be provided by the City.
- Develop preliminary plans and estimate of probable costs.

- Final Plans to include: Title Sheet, Typical Sections, Construction Details, Plan & Profile Sheets and Cross-sections
- Review these plans with the City to determine conformance to project plan and budget
- Develop Professional Engineer sealed final drawings and specifications
- Obtain agency approvals and permits for facilities installation and construction such as:
  - Prepare and submit WisDNR Water Main Extension permit application.
  - Prepare and submit WisDNR Sanitary Sewer Extension permit application
  - Prepare and submit WisDNR Notice of Intent permit application.

*Subtotal: \$49,600*

#### Task 3: Bidding

- Prepare bid documents, including deductive alternatives for storm sewer pipe material and project scope
- Project manual including drawings, final specifications and contract documents
- Provide copies and distribute copies of bid documents, prepare advertisement, and answer all questions during bidding process. Client to pay publication costs to the newspaper
- Conduct online bid opening, review all bids and bidder qualifications, and submit bid review information to City
- Assist in contract documentation execution and conduct the preconstruction conference

*Subtotal: \$2,000*

#### Task 4: Construction

- Provide construction staking services
- Provide resident project representative services up 480 hours.
- Prepare change orders and process through City
- Review progress payment requests
- Prepare record drawings of completed construction, including electronic updates for Arcview GIS system

*Subtotal: \$69,900*

#### Assumptions:

- WisDNR Surface Water Data Viewer shows wetland indicator soils at the south end of the project area. Project scope does not include wetland delineation. SEH has an "Assured Wetland Delineator" on staff and can provide additional services if required.
- The design of temporary roadways and/or widening is not included.

#### Resident Project Representative Services

RPR services will be provided in accordance with attached Exhibit B.

**Schedule:** Task 1, 2 and 3 to be completed within 3 months of receiving authorization to proceed.

**Payment:** The lump sum fee is **\$51,600.00** including expenses and equipment for Task 2 & 3 design and bidding. The fee is hourly estimated to be a not-to-exceed amount of **\$78,300.00** including expenses and equipment for Task 1 and 4 survey and construction administration. **Total fee: \$129,900.00**

#### Expenses:

Mileage:	\$0.56/mi.
Photocopies (black and white):	\$0.07
Faxes:	No Cost
Per diem (construction inspector):	\$75/day
Additional drawings (22 in. x 34 in.):	\$3.55/page
Additional drawings (11 in. x 17 in.):	\$0.24/page
GPS/Robotic Total Station:	\$30/hr.

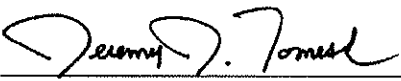


The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1 and A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

**Other Terms and Conditions:** Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:  
None.

I:\wtr design\proposals\sparta 2021 utility project\seh\_ltr agreement for prof services\_john st.docx

By:   
Project Manager  
Title: Sr. Professional Engineer

By: \_\_\_\_\_  
Title: \_\_\_\_\_

093

CITY OF SPARTA  
201 W. OAK ST.  
SPARTA, WI 54656

Mexican  
grocery store  
opening 11-1-21

LICENSES

\_\_\_\_\_ dba Super Mercado Oaxaca, LLC

Address of business: 112 S. Water St.

Mailing address for license and correspondence: \_\_\_\_\_

- |  |  |
|--|--|
| _____ Liquor, "Class B" License                                    | \$500.00   |
| _____ Liquor, "Class A" Retail License                             | \$500.00   |
| <input checked="" type="checkbox"/> Beer, Class "A" Retail License | \$250.00   |
| _____ Liquor, "Class A" Cider                                      | N/C  |
| _____ Beer, Class "B" License                                      | \$100.00   |
| _____ Wine, Class "C" License                                      | \$100.00   |
| _____ Publication fee for Liquor, Beer Licenses & Misc.            | \$17.00  |
| _____ Bartender's License  | \$ 60.00 for 2 year term (\$30.00 for 2 <sup>nd</sup> year after June 30 <sup>th</sup> ) |
| _____ Cigarette  | \$100.00   |
| _____ Video Games  | \$10.00 ea. = \$ _____   |
| _____ Second Hand Article License                                  | \$27.50  |
| _____ Second Hand Jewelry License                                  | \$30.00  |
| _____ Pawn Broker License  | \$210.00   |
| _____ Taxi cab   | \$50.00 (first vehicle, \$25.00 each additional) attach application = \$ _____           |
| _____ Mobile Home  | \$2.00 per space w/ \$25.00 minimum for a MH Park = \$ _____                             |
| _____ Auto Salvage   | \$10.00  |

Dated: \_\_\_\_\_  
Receipt: \_\_\_\_\_

License # \_\_\_\_\_  
Issue Date \_\_\_\_\_

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: \_\_\_\_\_ ending: \_\_\_\_\_  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Sparta

County of Monroe Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company  
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1030821323-02</u>	
FEIN Number <u>87-2805503</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>250.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>17.00</u>
<b>TOTAL FEE</b>	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Lopez</u>	<u>Mariah</u>	<u>Jane</u>	<u>100 Avon Road Lot 77 Sparta, WI 54656</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Lopez</u>	<u>Augustin</u>	<u>NMI</u>	<u>" " DOB 08/27/1985 Spouse</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Super mercado oaxaca LLC Business Phone Number 608-487-9443  
2. Address of Premises 112 South Water St. Sparta, WI 54656 Post Office & Zip Code 54656

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Some will be stored in Refrigerator in middle of premises,  
extra will be stored in back by the back door  
will be sold in front of store at register

4. Legal description (omit if street address is given above): \_\_\_\_\_

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☐ Yes ☒ No

(b) If yes, under what name was license issued? \_\_\_\_\_

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☒ Yes ☐ No  
new business owner
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 9/24/2021 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Lopez, Mariah, J</u>	Title/Member <u>owner</u>	Date <u>10/21/2021</u>
Signature <u>Mariah Lopez</u>	Phone Number <u>608-487-2642</u>	Email Address <u>mariahlopez71915@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Lopez		Mariah		Jane	
Home Address (street/route)		Post Office	City	State	Zip Code
100 Avon Road Lot 77			Sparta	WI	54656
Home Phone Number		Age	Date of Birth	Place of Birth	
608-487-2642		34	10/4/1987	Lacrosse	

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an individual.

☐ A member of a partnership which is making application for an alcohol beverage license.

☒ \_\_\_\_\_ of Super Mercado Oaxaca LLC  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 34 years

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No

If yes, identify.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No

If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
O'Reilly	919 W. Wisconsin Street Sparta	09/01/2021	Present
Employer's Name	Employer's Address	Employed From	To
Inhome day care			

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Mar Lopez  
(Signature of Named Individual)

093

CITY OF SPARTA  
201 W. OAK ST.  
SPARTA, WI 54656

LICENSES

OMPAJ Hospitality INC dba Super-8

Address of business: 716 AVON RD, SPARTA, WI-54656

Mailing address for license and correspondence: \_\_\_\_\_

- |   |  |
|---|--|
| ____ Liquor," Class B" License  | \$500.00   |
| ____ Liquor, "Class A" Retail License   | \$500.00   |
| ____ Beer, Class "A" Retail License   | \$250.00   |
| ____ Liquor, "Class A" Cider  | N/C  |
| <input checked="" type="checkbox"/> Beer, Class "B" License                           | \$100.00   |
| ____ Wine, Class "C" License  | \$100.00   |
| <input checked="" type="checkbox"/> Publication fee for Liquor, Beer Licenses & Misc. | \$17.00  |
| ____ Bartender's License  | \$ 60.00 for 2 year term (\$30.00 for 2 <sup>nd</sup> year after June 30 <sup>th</sup> ) |
| ____ Cigarette  | \$100.00   |
| ____ Video Games  | \$10.00 ea. = \$ _____   |
| ____ Second Hand Article License  | \$27.50  |
| ____ Second Hand Jewelry License  | \$30.00  |
| ____ Pawn Broker License  | \$210.00   |
| ____ Taxi cab   | \$50.00 (first vehicle, \$25.00 each additional) attach application = \$ _____           |
| ____ Mobile Home  | \$2.00 per space w/ \$25.00 minimum for a MH Park = \$ _____                             |
| ____ Auto Salvage   | \$10.00  |

Dated: \_\_\_\_\_  
Receipt: \_\_\_\_\_

License # \_\_\_\_\_  
Issue Date \_\_\_\_\_

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: \_\_\_\_\_ ending: \_\_\_\_\_  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Aparta

County of Monroe Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company  
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1029498687-02</u>	
FEIN Number <u>82-2338863</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>17.00</u>
<b>TOTAL FEE</b>	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)  
OMR295 Hospitality INC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>PATEL</u>	(First) <u>Girish</u>	(Middle Name) <u>G</u>	Home Address (Street, City or Post Office, & Zip Code) <u>716 AWARD A 201, SPARTA, WI-54656</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name \_\_\_\_\_ Business Phone Number 608-269-8489  
2. Address of Premises \_\_\_\_\_ Post Office & Zip Code \_\_\_\_\_

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Sold at front desk.  
Stored in coolers in front by desk.

4. Legal description (omit if street address is given above): \_\_\_\_\_

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☐ Yes ☒ No

(b) If yes, under what name was license issued? \_\_\_\_\_

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>Patel Girish G.</i>	Title/Member <i>owner</i>	Date <i>11-17-21</i>
Signature <i>[Signature]</i>	Phone Number <i>847-361-1577</i>	Email Address <i>rajvigirish@yahoo.com</i>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
PATEL		Girish		G	
Home Address (street/route)		Post Office	City	State	Zip Code
716 AVON RD			Spartan	WI	54656
Home Phone Number		Age	Date of Birth	Place of Birth	
847-361-1577		53	5/7/1968	INDIA	

The above named individual provides the following information as a person who is (check one):

☒ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☐  of Omni Hospitality Inc.  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? MAY-15-2008

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No

If yes, identify.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No

If yes, identify.

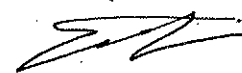
(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Employer's Name	Employer's Address	Employed From	To

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.



(Signature of Named Individual)

**AGREEMENT**  
**Between The**  
**CITY OF SPARTA**



**AND THE**  
**SPARTA PROFESSIONAL POLICE ASSOCIATION**  
**WPPA/LEER**  
**2022-2024**

AGREEMENT BETWEEN CITY OF SPARTA AND  
CITY OF SPARTA, POLICE AND FIRE COMMISSION  
AND THE SPARTA PROFESSIONAL POLICE ASSOCIATION

This Agreement made by and between CITY OF SPARTA, MONROE COUNTY, WISCONSIN, and CITY OF SPARTA, POLICE AND FIRE COMMISSION, (herein jointly referred to as Employer) and SPARTA PROFESSIONAL POLICE ASSOCIATION, (hereinafter referred to as Association).

NOW THEREFORE, the parties do hereby agree as follows:

ARTICLE I  
INTENT AND PURPOSE

1.01. It is intended that the following Agreement shall be an implementation of the provisions of Section 11.70.

1.02. Both of the parties to this Agreement are desirous of reaching an amicable understanding with respect to an agreement covering rates of pay, hours of work, and conditions of employment.

1.03. ENTIRE AGREEMENT. The foregoing constitutes the entire agreement between the parties. All existing ordinances and resolutions of the City of Sparta affecting wages, hours and conditions of employment not inconsistent with this Agreement are incorporated herein by reference as though fully set forth. To the extent that the provisions of this Agreement are in conflict with the existing ordinances or resolutions, such ordinances and resolutions shall be modified to reflect this agreement herein contained and no ordinances or resolutions affecting wages, hours and conditions of employment shall be adopted during the term of this Agreement without the written consent of the Association.

ARTICLE II  
RECOGNITION

2.01. Employer recognizes the Law Enforcement Employee Relations Division of the Wisconsin Professional Police Association as the exclusive bargaining agent for all police officers employed by the City of Sparta Police Department, excluding the Chief of Police, Captain, Lieutenants, Sergeants, administrative and/or casual employees, supervisors and all other employees of the City of Sparta, for purposes of collective bargaining on questions of wages, hours and conditions of employment.

2.02 Dues Deductions. The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.

It shall be WPPA/LEER's responsibility to obtain dues authorization forms from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.

The employer shall notify the WPPA of all new hires of the bargaining unit within 30 days of their start date.

The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month.

Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.

No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply, consistent with either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

It is expressly understood and agreed that WPPA/LEER will refund to the employer or the employee involved any dues erroneously deducted by the employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify and hold the employer harmless against any and all claims, demands, suits, order, judgments or any other forms of liability against Employer which may arise out of employer's compliance with this Article.

### ARTICLE III MANAGEMENT RIGHTS

3.01. It is agreed that the management of the City and its business and the direction of its working forces is vested in the City, and that this includes, but is not limited to the following: To direct and supervise the work of its employees, to hire, promote, transfer or lay off employees or demote, suspend, discipline or discharge employees for causes; to plan, direct and control operations; to determine the amount and quality of the work needed, and the location where such work shall be performed; to introduce new and improved methods or facilities, or to change existing service practices, methods and facilities.

The City's exercise of the foregoing functions shall be limited only by the express provisions of this contract. If the City exceeds this limitation, the matter shall be processed under the grievance procedure.

### ARTICLE IV GRIEVANCE PROCEDURE

4.01 Definition of Grievance. A grievance shall mean a controversy, which exists as to the meaning or application of this Agreement.

4.02 Time Limitations. If it is impossible to comply with the time limits specified in the procedure because of work schedules, illness or vacations, these limits may be extended by mutual consent in writing.

4.03 Settlement of Grievance. Any grievance shall be considered settled at the completion of any step in the procedure, if the employee concerned and the employer are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.

4.04 Subject Matter. All grievances shall be in writing. Only one subject shall be covered in any one grievance. A written grievance shall contain the name and position of the grievant, a clear statement of the grievance, the issue involved, the relief sought, the date the incident or violation took place, the section or sections of the agreement alleged to have been violated and the signature of the grievant and the date.

4.05 Steps in Procedure.

Step 1. The employee and/or his representative will write up the grievance and present it to the Chief of Police within ten (10) days from the time employee knew or should have known of the events giving rise to the grievance or such grievance shall be barred. The Chief of Police will further investigate the grievance and submit his decision to the employee in writing within five (5) working days after receiving written notification of the grievance.

Step 2. If the grievance is not settled at the first step, the employee and/or his representative may, within ten (10) days after receipt of the written decision of the Chief of Police, appeal the decision to the Finance Committee of the City Council. The committee shall, within fifteen (15) days after receipt of the written appeal, meet and confer with the employee and/or his representative concerning the grievance. Following said conference, the committee shall respond, in writing, within ten (10) days.

Step 3. If the grievance is not settled at the second step, the employee and/or his representative, may within ten (10) working days after receipt of written notification of the decision of the Finance Committee, appeal the decision to the Wisconsin Employment Relations Commission for appointment of a staff member as sole arbitrator. The commission shall notify the employee and the employer of the time and place of a hearing before an arbitrator, the arbitrator shall hold a hearing, review the record of the case, determine whether a grievance exists, and notify the employee and employer of his decision in writing after completion of the hearing. The authority of the arbitrator and/or commission shall be limited to determining questions arising under this Agreement and shall have no authority to modify or change any of the terms of this Agreement or to change existing wage rates or establish a new wage. Each party shall bear the expense of preparing and presenting its own case, including its own attorney's fees and witness fees and shall equally share the expense, if any, of the arbitrator, and no employee hereunder shall receive compensation for time spent in the preparation or the attendance at such hearing, unless required to engage in such preparation or attended such hearing by order of employer. Any party requesting a court reporter shall pay the expense of such reporter. Upon request, the City shall provide tape recording equipment for

use by either party to record the hearing. The party requesting the recording equipment shall provide an operator for the equipment.

4.06. It is agreed that the decision of the arbitrator and/or commission hereunder shall be final and binding upon the parties.

4.07. The grievance procedure set forth herein shall be the exclusive remedy for any complaint of an employee or the Association as to any matter involving the interpretation or application of this Agreement.

## ARTICLE V DISCIPLINARY PROCEDURE

5.01. In all matters relating to suspensions without pay, demotions or terminations, State Statute Section 62.13(5) shall apply. Disciplinary actions less than mentioned above may be processed under the grievance procedure.

## ARTICLE VI WAGES

6.01. Effective as shown below, employees shall be paid the following wages:

	01/01/2022	01/01/2023	01/01/2024
Officer 0-6months	\$26.50	\$27.30	\$28.12
Officer 6-12 months	\$27.00	\$27.81	\$28.64
Officer 1-4 years	\$28.80	\$29.66	\$30.55
Officer 5-9 years	\$29.86	\$30.76	\$31.68
Officer 10 years and beyond	\$30.21	\$31.12	\$32.05

If no Sergeant or other supervisory officer is on duty for a shift, then the senior patrolman on duty for that shift shall receive \$1.00 per hour extra pay.  
School Resource Officer and Detective receive an additional \$1.00 per hour for respective year classification.

6.02. Employees hired on or after July 1, 2015, may be started at a wage level [Article VI, Section 6.01 of the CBA] and vacation allotment level [Article X, Section 10.01 of the CBA] up to and including the number of years that is commensurate with the new hire's prior full-time civilian law enforcement experience, at the City's discretion.

6.03. The use and scheduling of vacation time shall continue to be governed by Article X, Section 10.03 of the CBA, pursuant to an employee's seniority with the Sparta Police Department as provided for in Article XVI, Section 16.02 of the CBA.

## ARTICLE VII HOURS OF WORK, OVERTIME, LONGEVITY PAY, SHIFT DIFFERENTIAL

7.01 Work Schedule. The work schedule for patrol shall be based upon a 2,190-hour work year. The work schedule for the entire year shall be posted by the end of the first week in January, provided however that the employer shall retain the sole discretion to amend the work schedule at any time, provided however that such amendment shall be consistent with the work cycle provisions of this paragraph. The work schedule shall be as follows. (2 days on/2 days off/ 3 days on/ 2 days off, 2days on / 3 days off) With the rotation as follows, Monday, Tuesday work/ Wednesday, Thursday off. Friday, Saturday, Sunday work/ Monday, Tuesday off. Wednesday, Thursday work/ Friday Saturday Sunday off. The work schedule for detectives and School Resource Officers shall be based upon a 2,068-hour work year. For Detectives the work schedule shall be based on a 7-day week with five (5) consecutive workdays, followed by two (2) consecutive days off, then five (5) consecutive workdays followed by two (2) days off, and then four (4) consecutive workdays followed by three (3) days off (5-2, 5-2, 4-3). The detective work schedule shall have Saturdays and Sundays off.

The work schedule for the School Resource Officer is outlined in the letter of agreement.

7.02 Shifts. The scheduling of the beginning and end of shifts shall lie within the discretion of the employer. Each shift shall consist of no more than eight and one-half (8.5) consecutive hours for Detectives/ SRO and Twelve (12) consecutive hours for Patrol. Officers shall work permanent shifts and shall be allowed to select shift assignment, based upon seniority. The shift choice shall be exercised in November of each year. Officers shall be allowed to change off with one another, subject to the approval of the Chief of Police or his designate. There will be no set limit to the number of times an officer may exercise his right, but the officer changing shifts or days off will be responsible for being present for his work shift.

Shifts:

Patrol Rotation A	6:00am to 6:00pm 6:00pm to 6:00am
Patrol Rotation B	6:00am to 6:00pm 6:00pm to 6:00am
Relief Shift	10:00am to 10:00pm
Specialty Positions	2:00pm to 2:00am

The employer retains the right to determine shift assignment of K-9 positions based upon departmental needs.

7.03 Lunch Period. Each employee shall be entitled to one forty-five (45) minute paid lunch period during this shift. The lunch period shall be scheduled in the discretion of the employer, and

during such lunch period, employee shall be subject to call, if in the judgment of employer, conditions make it necessary or desirable.

7.04 Coffee Break. Three ten (10) minute breaks shall be allowed to each employee during each shift.

7.05 Overtime. Employees shall receive overtime at time and one-half hourly rate for all hours worked in excess of employee's shift in one workday and for any days worked in addition to the normal work week. Employer shall have authority to order an employee to work overtime at any time. Where practicable, three (3) days' notice of scheduled overtime hours shall be given. In lieu of overtime pay, the employee shall have the option to take compensatory time off at a rate of one and one-half hours for each hour of overtime worked. The employee shall be allowed to accumulate compensatory time off up to 40 hours. Such compensatory time off may be reaccumulated up to a maximum of 40 hours if reduced below that number by use or payment. The employee may request the specific hours on which he wishes to use his compensatory time off, and such requests for time off will be granted unless the request would be unduly disruptive for the department and are made at least 72 hours prior to the requested time off. The Chief of Police or his designate shall approve or deny the request for compensatory time off within 36 hours after the request. Any compensatory time off acquired in excess of 40 hours shall be paid at the rate of time and one-half on the next following payday, at the rate of pay earned. A minimum of two hours payable at the rate of time and one-half shall be granted to any employee who is requested to report outside his regular schedule of hours. If an officer is not notified of a court cancellation, he/she is scheduled to attend, at least twenty-four hours prior to that court appearance, he/she shall be compensated two hours of overtime pay. Notice is sufficient if either actually given to the officer or if sent to the officer by text or phone message to the telephone or cell phone number provided by the officer.

7.05.1 Overtime Procedures. Overtime will be assigned to same bargaining unit where the need occurs. (i.e. The Sparta Professional Police Association [SPPA] and Sparta Supervisory Association [SSA]) Overtime to fill local, state or federal grants would be issued filled by the SPPA first and then offered to SSA secondarily. Lieutenants will not be offered overtime to fill Patrol Officer overtime unless all available association members have been offered the overtime first. Nothing herein shall be construed to limit management decisions regarding staffing level; utilizing non-bargaining unit employees already on duty is not a violation of this provision.

Should the Employer be unable to fill a vacant shift the employer's command officer may fill the vacancy by extending the least senior officer's shift 4 hours and ordering the least senior officer from the following shift 4 hours to fill the vacancy.

The positions working 6am-6pm, 6pm-6am, 10am-10pm or 2pm-2am may be ordered 4 hours before or 4 hours after, but not both, for a maximum of 16 hours to cover vacant shift openings. If this is not effective based on the number of vacancies or in exigent circumstance, then the least senior person on patrol on their day off will be ordered to fill the vacant shift. When they are to be ordered in on a day off, they may be given the opportunity to take all 12hours, 8hours or a minimum of 4



hours of an open shift if the shift can be filled by others who are available to be ordered. This is with the intent to give flexibility to those being ordered in on their days off.

7.06 Required Training Sessions. Whenever any employee is required by the employer to attend law enforcement training sessions, workshops or law enforcement conferences, time so spent by the employee shall be considered part of his normal work schedule. Any employee directed and required by employer to use his personal vehicle for such employment shall be paid current IRS/Federal rate per mile for the required use of the vehicle in his employment. When authorized functions away from the city require meals not included in the basic registration fee, the employee will be limited to a daily per diem as found in IRS Publication 1542 Per Diem Rates. Receipts shall be filed with the Payroll Clerk. However, if the City is eligible for reimbursement through the Department of Justice or other program sponsor at a rate higher than shown above, the employees' meal allowance shall be equal to the amount for which the City is eligible for reimbursement.

If employer shall require employee to be out of the City overnight, employee shall be reimbursed for up to 100% of his lodging expense upon presentation of a voucher for such expense to employer, provided prior approval for lodging expense is obtained in advance from the Chief of Police.

7.07 Employees working the second shift (6:00pm to 6:00 am ) shall receive a shift differential of .60 (sixty cents) per hour.

7.08 Classification. Any reclassification on specific individual work assignments, other than as the result of disciplinary action, shall not result in reduction of the individual employee's wages.

Wages, hours and working conditions of any newly created work classifications, which are an appropriate part of the bargaining unit, shall be subject to negotiations between Association and employer.

The position of Sparta Police Department Detective is created with a six-month probationary period if filled by an employee within the department and an eighteen-month probationary period if filled from without the department. Detectives who return to patrolman status shall remain at detective position pay level thereafter.

7.09 Certified Field Training Officer Pay. Officers who are Certified Field Training Officers will have an additional 1.00 dollars per hour added to the hourly rate of pay, paid only for time actually spent training.

## ARTICLE VIII HOLIDAYS

8.01. Employees shall be entitled to holiday benefits, as herein after defined for the following holidays: New Years' Day, Veterans Day, Memorial Day, Thanksgiving Day, Independence Day, Christmas Day, Labor Day, Easter Sunday, Day Before Christmas, One Floating Holiday. An employee who shall work on a holiday shall be entitled to his choice of either one and one-half additional full days' pay or compensatory time off at one and one-half hours for each hour worked. Any compensatory time off so earned may be added to the employee's accumulated compensatory time off up to 40 hours. The employee may request the specific hours he wishes to use his

compensatory time off; subject to determination of the Chief of Police or his designate. Any compensatory time off in excess of 40 hours shall be paid at the rate of time and one-half on the next payday. Any employee whose regular day off shall fall on a holiday shall be entitled to one extra day's pay at straight time to be paid on the next paycheck following the holiday. For purposes of this section, the person shall be deemed to have worked on a holiday if he works any time during the 24 hours of the holiday, 12:00 midnight to 12:00 midnight, in the case one day holiday. Holiday pay shall only be paid for actual time worked on the Holiday. Detective/SRO positions shall have holidays off with pay.

## ARTICLE IX UNIFORM ALLOWANCE

9.01. Following the first year of employment and on January 1<sup>st</sup> of each year thereafter the employer shall establish an account, held by the employer a uniform allowance of \$550.00 per year for each employee. CTU members shall receive \$600.00. Any unused funds will be held over and added to the employee's fund for the next year. All requests to purchase duty related items from the fund must be approved by the City if sufficient money remains in the employee's account. The employee can either direct bill the employer where that type of transaction has been set up or can pay for an item and then present the city a receipt for reimbursement. The reimbursement shall occur in the next paycheck or if submitted with less than 5 days to payday, in the following paycheck. The Association acknowledges the employee's responsibility to maintain proper uniforms.

9.02. If as a direct result of the performance of an officer's duties, his uniform and/or personal effects, such as eyeglasses or wristwatch, are damaged, broke or lost, the City agrees to pay for the necessary repairs or replacement, whichever the case may be upon presentment of proper invoices to the Chief of Police. If restitution is gained from the persons responsible for causing such damage or destruction, the City shall be entitled to such reimbursement.

## ARTICLE X ANNUAL PAID VACATION

10.01 Vacation Benefits. Vacation, with pay, shall accrue to each employee based on his anniversary date of employment as follows:

After one year of employment	7 Days (59.5Hours)
After two years of employment	14 Days (119Hours)
After ten years of employment	21 Days 178.5Hours
After twenty years of employment	25 Days (212.5Hours)

10.02 Vacation. The minimum vacation period is one (1) day. A shorter period may be authorized by the Chief of Police.

10.03 Accrual and Scheduling of Vacations. During the first week in January of each year, a vacation sign-up sheet shall be posted in the department headquarters in a conspicuous place by the employer. Each employee shall have until the last day of March of the same year to select the weeks during which he intends to take his vacation, providing the work schedule is posted for the entire year during vacation scheduling. There shall never be more than one employee per classification per shift on vacation during any single week unless prior approval of the Chief of Police is obtained. Priority as to vacation selection shall be based on seniority and up to the end of March any senior employee may replace a junior employee who has already selected a particular vacation period by notifying the Chief of Police and the employee he is replacing. Thereafter, the employee so replaced shall have until the last day of March or five (5) days after notification of such replacement, whichever is sooner, to select a new vacation period. An employee shall be permitted to select or change his vacation period after the last day of March by giving thirty (30) days' notice but such selection shall be on a "first come first served" basis only and seniority rights shall not apply. Vacations may be granted on less than thirty (30) days' notice with the prior approval of the Chief of Police. Employees shall be given notice of approval or denial of requested vacation no later than ten (10) days after the request has been submitted. Each employee's vacation benefits shall accrue upon completion of each year's service based on his employment anniversary date. Any employee whose vacation benefits will be accruing during the year of posting the schedule shall be entitled to select a vacation period or periods during that year. Such an employee may be permitted to take his vacation period in advance of its actual accrual if his anniversary date of employment is after September 1, provided, however, that an employee who shall receive such advancement and then terminate his employment prior to accrual of his vacation benefits, shall have deducted from his final paycheck, prorated salary for the number of days of vacation so advanced. All vacations must be taken during the calendar year in which they accrue, unless otherwise authorized by the employer.

10.04. Vacation pay shall be based on the regular wages in effect at the time the vacation is taken.

10.05. An employee whose employment is terminated for any reason shall be paid for his earned vacation leave at the rate of 1/12 for each month worked for that year, provided that he shall have completed one year of continuous employment.

10.06. Two weeks' notice of termination is required in order to receive any vacation pay which is due.

## ARTICLE XI HEALTH AND WELFARE

11.01. Employer shall contribute 88% of the lowest insurance premium available in the area through the State Insurance Program toward the cost of purchasing group health insurance benefits under the City group insurance plan for single individuals and shall contribute the same amounts toward the cost of purchasing such group health insurance benefits for the individual and his dependents, the contribution to be made directly to the insurance carrier by the employer. The City reserves the right to name the health insurance carrier. The City is permitted to select a plan with a \$1000 per patient deductible, the employees shall be responsible for the entire deductible payments.

Employer shall allow employees who have reached retirement age and have retired from City employment to remain eligible for group health insurance coverage until age 65 at the employee's expense.

Employer shall be allowed to select, as carrier of the health insurance benefits under this contract, the State of Wisconsin Public Employers Group Health Insurance Program, effective January 1, 2003 or any date thereafter. The City's share of the premium shall not exceed 105% of the lowest monthly premium for plans offered to employees under the program in Monroe County. The City shall provide for additional coverage for dental expenses between the present dental insurance and dental coverage under the State Plan.

Pursuant to the provisions of Section 40.70 Wis. Stats., employer has determined to be included under the Basic Group Life Insurance Programs provided by Section 40.70 Wis. Stats., for its eligible personnel and the employer shall make payment for the basic plan. Further, employer agrees to provide life insurance for the spouse and dependents of eligible employees under the Wisconsin Group Life insurance Program pursuant to the provisions of chapter ETF 60 for its eligible employees and the Employers shall make payment for the same. Further, pursuant to the provisions of Section 40.03(6)(b) Wis. Stats., Employer determines to be included under the Additional Group Life Insurance Plan provided by Section 40.03(6)(b) Wis. Stats. for its eligible employees.

11.02. Effective January 1, 1998 the employer shall contribute 85% toward the cost of purchasing a dental insurance plan and may institute Premium Only Plan for either or both health insurance coverage and dental coverage.

## ARTICLE XII PROBATIONARY PERIOD

12.01. Each newly hired employee after January 1, 2007 shall be on probation for the first eighteen months of his employment or twelve months from the completion of Field Training, whichever is longer. During such probationary period an employee shall be entitled to rights as provided in this Agreement, except that Article V shall not apply to employees on probationary status. Upon satisfactory completion of the probationary period, an employee's probationary status shall expire. This provision shall not affect health and welfare benefits and contributions which shall commence after employee's 31<sup>st</sup> day of employment.

## ARTICLE XIII RETIREMENT CONTRIBUTIONS

13.01. Effective January 1, 2013, Employee shall pay the employee's share of the retirement contribution up to 6.65%.

## ARTICLE XIV FUNERAL LEAVE

14.01. Each employee shall be entitled to funeral leave of three (3) working days with pay in the event of death of the following persons: spouse, parent, child, brother, sister, step-parent, stepchild, in-laws, grandparents and grandchildren. An employee shall receive one full day per year paid funeral leave to serve as a pallbearer. In no case shall employee receive paid leave for serving as a pallbearer.

at more than one (1) funeral per year. Additional funeral leave without pay may be granted at the discretion of employer.

## ARTICLE XV

### SICK LEAVE

15.01 Accrual. After six (6) months of service each employee shall receive 51 hours accumulated sick leave. Thereafter, sick leave shall accrue at twelve hours (12) hours for each completed month of service up to 1,040 hours.

15.02 Requisites. An employee absent three (3) consecutive working days or more shall, upon the request of the Chief of Police, produce a doctor's certificate verifying his illness before returning to work. Employees who are sick and unable to work shall notify the Chief of Police or his designate or cause him to be notified at least one (1) hour before the start of employee's regular shift or assignment.

15.03 Uses of Sick Leave. Sick leave with pay may be used in the event of illness or injury. Nothing in this section shall be interpreted to prevent employer from taking additional disciplinary action against an employee for improper use of sick leave.

15.04 Sick Day Defined. The employee may request the specific hours which he wishes to use for sick leave, subject to the determination of the Chief of Police or his designate.

15.05. Employees may be allowed up to three (3) days per year at the discretion of the employee's supervisor for emergency leave to attend to an emergency illness or injury to a member of the employee's household. Such emergency leave shall be chargeable to the employee's sick leave.

15.06 Upon retirement, death or disability making the employee unable to continue in the service of the Police Department, an employee shall be paid a sum equal to 50% of his or her accumulated sick leave as severance pay, to a maximum of 65 days.

15.07. Subject to the approval of the City's group insurance carrier, a retired employee may at his or her option have the leave severance pay described in Section 15.06 converted to credits to be used to pay premiums for continued coverage for the retiree under the City's group health insurance plan. The amount of retiree's accumulated credits shall be based upon retiree's hourly rate of pay in effect on the day of retirement. It is understood that the retiree's participation in the City group health insurance plan is conditioned upon approval of such participation by the current group health carrier and each future group health carrier. By this Agreement, the City incurs no liability at any time nor does the City incur any liability to maintain any particular benefit level for retirees. All deductibles set out in any City group health insurance policy covering a retiree shall be the responsibility of the retiree, regardless of any terms to the contrary set forth in the Collective Bargaining Agreement covering regular employees. Nothing contained herein shall be construed to grant a retiree any rights under this Collective Bargaining Agreement except those limited rights specifically set forth in this paragraph. Nothing herein shall be construed as a waiver of the City's right to refuse to bargain on non-mandatory subjects, which right is specifically reserved to the City.

## ARTICLE XVI

### SENIORITY

16.01. The principle of seniority shall be taken into account of layoff and recall and where vacation time requests conflict. In the event that there shall be a layoff of employees, the employee with the least seniority shall be the employee laid off provided that the remaining employees shall have the capabilities to perform the employer's work. Recall from layoff shall be by seniority provided the employee recalled is capable of performing the available work.

16.02. Seniority shall accrue from the first day of employment with the Sparta Police Department. An employee's seniority shall be terminated for any of the following reasons:

1. If the employee quits.
2. If the employee is discharged and such discharge is sustained, if it is disputed.
3. If the employee is laid off for a period equal to accumulated seniority or two years, whichever is shorter.
4. If the employee is laid off and fails to notify the employer of his intention to return to work within fourteen (14) days after issuance of a recall notice and fails to report for work within twenty-one (21) days of the date of issuance of the recall notice, unless such failure to report is beyond the employee's control.
5. If the employee is absent from employment for three (3) consecutive working days without notice to the employer unless failure to give notice is beyond the employee's control, provided, however, that this section shall not affect disciplinary action against the employee for unexcused absence.

## ARTICLE XVII

### VACANCIES

17.01 Opportunity to Apply. When vacancies arise in any position due to retirement, death, voluntary termination, newly created position, or for whatever reason, an opportunity shall be given to all employees to apply for that position.

17.02 Posting. The position shall be posed for five (5) consecutive days, setting forth the job requirements, qualifications required and rate of pay.

17.03 Notification of Selection. The employer agrees to post the name of the successful applicant within five (5) days of the selection.

17.04 Retreat Rights to Association. When an Association Member is promoted to a position outside the bargaining unit, he/she shall have the right to return to his/her former position during the probationary period of the position or one year whichever is shorter. The member shall not accrue seniority in the bargaining unit during the time he/she was not in the bargaining unit, but shall return with the seniority when he/she left. Seniority for benefits shall not be interrupted.

17.05. It is understood by the Association that the return to the Association by a member who was promoted may result in the layoff of the person hired to replace that employee. The employee

agrees to notify all applicants, in writing, before they are hired that they may be laid off due to Section 17.04.

## ARTICLE XVIII WORKERS' COMPENSATION

18.01. All employees shall be covered by workers' compensation and shall be bound by the provisions of the standard worker's compensation insurance policy. Employer shall have the exclusive right to name the workers' compensation insurance carrier. To supplement workers' compensation, the employee may, at his/her own discretion substitute any accumulated paid leave while on workers' compensation. This supplement will be at the rate of one-third of each day accumulated for each day the employee is on worker's compensation. This benefit will be paid on the normal pay period.

## ARTICLE XIX STEWARDS

19.01. Association may designate job stewards and alternates who shall be permitted to investigate and present grievances to employer or its representative in accordance with provisions of this Agreement, collect dues when authorized by the Association, transmit written messages which originate with and are authorized by the local Association, provided, however, that job stewards and alternates shall perform any and all such duties and activities outside their working hours, unless agreed to by employer. Contacts shall not be made with other officers during their hours of duty, unless agreed to by employer and any such performance of duties and activities shall not otherwise interfere with or interrupt the operation of the employer's business.

## ARTICLE XX SAVINGS CLAUSE

20.01. If any article of this Agreement or any additions thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be enjoined or restrained by such tribunal, the remainder of this Agreement and amendments thereto shall not be affected thereby, and the parties hereto shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

## ARTICLE XXI OTHER AGREEMENTS

21.01. The City agrees not to enter into any other agreement, written or verbal, with the members of the collective bargaining unit, individually or collectively, which in any way conflicts with the provisions of this Agreement.

## ARTICLE XXII LEAVE OF ABSENCE

22.01. Any employee desiring leave of absence from his employment shall secure written permission from the employer. The maximum leave of absence shall be for ninety (90) days and may be extended for like periods but not to exceed one (1) year. Permission for same must be secured from the employer. During the period of absence, the employee shall not engage in gainful employment in the same industry. Failure to comply with this provision shall result in the complete loss of seniority rights for the employee involved. Inability to work because of proven sickness or injury or other leaves as granted in this Agreement shall not result in the loss of seniority rights.

### ARTICLE XXIII

#### TIME OFF FOR ASSOCIATION ACTIVITIES

23.01. Employer agrees to grant to one employee, time off for seven (7) consecutive days, unless otherwise agreed, without discrimination or loss of seniority rights and without pay, to any employee designated by the Association to attend an Association convention or serve in any capacity on other official Association business, provided forty-eight (48) hours written notice is given to the employer by the Association, specifying length of time off. Association agrees, that in making its request for time off for Association activities, due consideration shall be given to the number of men affected in order that there shall be no disruption of employer's operations due to lack of available employees.

### ARTICLE XXIV

#### SEPARATION OF EMPLOYMENT

24.01. Upon discharge the employer shall pay all money due to the employee. Upon quitting, the employer shall pay all money due to the employee on the payday in the week following such quitting.

### ARTICLE XXV

#### NONDISCRIMINATION

25.01. Employer and the Association shall comply with the Federal and Wisconsin Law as to nondiscriminatory employment.

### ARTICLE XXVI

#### MILITARY LEAVE

26.01. Employer agrees to comply with Wisconsin and Federal Law with respect to military leave for members of the National Guard, reserve components of the Armed Forces of the United States or State of Wisconsin, now or hereafter organized or constituted under Wisconsin or Federal law.



ARTICLE XXVII  
DURATION OF AGREEMENT

27.01. The provisions of this Agreement shall take effect January 1, 2022 and shall remain in full force and effect up to and including December 31, 2024, and shall continue in full force and effect thereafter, from year to year, unless written notice is given by either party at least 120 days prior to the last day of each year. There shall be no reopeners during the term.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement in triplicate on behalf of their respective representatives thereto duly authorized.

CITY OF SPARTA

SPARTA PROFESSIONAL POLICE  
ASSOCIATION

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Association President

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Business Representative

Executed: \_\_\_\_\_

Executed: \_\_\_\_\_

**Side Letter of Agreement Regarding  
Sparta Area School District and City of Sparta Police Department  
School Resource Officer**

**Schedule:**

The School Resource Officer will work Monday – Friday, 7:00am – 3:30pm during the school year. Thirty minutes per day will be banked to cover time off during scheduled school breaks (winter break, spring break, etc.). If there is not enough time banked to cover all scheduled school breaks, the SRO can choose to work patrol on the school day off or utilize comp or vacation time to take the day off.

During summer break, the SRO will work a Monday – Friday 8.5 hr. schedule with every 3<sup>rd</sup> Friday off, unless he/she chooses to return to a normal 12 hr. patrol shift during this time.

Vacation/comp time off requests should be made with at least 30 days' notice whenever possible in an attempt to give the district advance notice of leave. Time off requests should go to the Patrol Lieutenant as normal. School staff should also be notified of impending time off by email. If utilizing sick time on short notice, the on-duty Sergeant or OIC should be notified, as well as school staff.

**School Events:**

Once the SRO receives the list of SRO requested special events from the school, he/she should determine what events are possible to personally staff. Once that determination has been made, the SRO should determine if any of the remaining events will require a uniformed officer and inform the Patrol Lieutenant of such events. The remaining events should be forwarded to the supervisor(s) of the Reserve Unit for staffing.

**Length of Term:**

The position of School Resource Officer will be posted internally every 3 years per agreement between the Department and the District.

**Reporting:**

The School Resource Officer should keep a record of all calls for service. A monthly report of all calls, citations and referrals, as well as any educational presentations or trainings should be compiled for the Chief of Police to include in the monthly report for Public Safety. The monthly report should be to the Chief no later than the beginning of the 3<sup>rd</sup> week of the following month (i.e. January's monthly report is due by Monday of the 3<sup>rd</sup> week of February). The School Resource Officer will also be responsible for a portion for the Police Department's Annual Report to City Council.

FOR THE CITY

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FOR THE ASSOCIATION

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AGREEMENT BETWEEN CITY OF SPARTA AND  
CITY OF SPARTA, POLICE COMMISSION  
AND THE SPARTA PROFESSIONAL POLICE ASSOCIATION  
SUPERVISORY OFFICERS RELATIONS DIVISION

This Agreement made by and between CITY OF SPARTA, MONROE COUNTY, WISCONSIN, and CITY OF SPARTA, POLICE COMMISSION, (herein jointly referred to as Employer) and SPARTA PROFESSIONAL POLICE ASSOCIATION SUPERVISORY OFFICERS RELATIONS DIVISION, (hereinafter referred to as Association).

NOW THEREFORE, the parties do hereby agree as follows:

**ARTICLE I - INTENT AND PURPOSE**

1.01. It is intended that the following Agreement shall be an implementation of the provisions of Section 111.70.

1.02. Both of the parties to this Agreement are desirous of reaching an amicable understanding with respect to an agreement covering rates of pay, hours of work, and conditions of employment.

1.03. ENTIRE AGREEMENT. The foregoing constitutes the entire agreement between the parties. All existing ordinances and resolutions of the City of Sparta affecting wages, hours and conditions of employment not inconsistent with this Agreement are incorporated herein by reference as though fully set forth. To the extent that the provisions of this Agreement are in conflict with the existing ordinances or resolutions, such ordinances and resolutions shall be modified to reflect this agreement herein contained and no ordinances or resolutions affecting wages, hours and conditions of employment shall be adopted during the term of this Agreement without the written consent of the Association.

**ARTICLE II - RECOGNITION**

2.01. Employer recognizes the Supervisory Officers Division of the Wisconsin Professional Police Association as the exclusive bargaining agent for Sergeants of the Sparta Police Department excluding the Chief of Police, casual employees, non-Police Department supervisors and all other employees of the City of Sparta for purposes of collective bargaining, on questions of wages, hours, and conditions of employment.

2.02. Dues Deduction. The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form where the Employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.

The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month.

Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association and with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.

No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with either the WPPA or local Association Constitution and By-Laws. The Employer agrees to notify the WPPA office in Madison in writing of the name of any new hire into the bargaining unit. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

It is expressly understood and agreed that WPPA/LEER will refund to the Employer, or the employee involved any dues erroneously deducted by the employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify and hold the Employer harmless against any and all third-party claims, demands, suits, order, judgments or any other forms of liability against or incurred by the Employer, including all costs of defense and attorney's fees, which may arise out of Employer's compliance with this Article.

### ARTICLE III - MANAGEMENT RIGHTS

3.01. It is agreed that the management of the City and its business and the direction of its working forces is vested in the City, and that this includes, but is not limited to the following: To direct and supervise the work of its employees, to hire, promote, transfer or lay off employees or demote, suspend, discipline or discharge employees for causes; to plan, direct and control operations; to determine the amount and quality of the work needed, and the location where such work shall be performed; to introduce new and improved methods or facilities, or to change existing service practices, methods and facilities.

The City's exercise of the foregoing functions shall be limited only by the express provisions of this contract. If the City exceeds this limitation, the matter shall be processed under the grievance procedure.

## ARTICLE IV - GRIEVANCE PROCEDURE

4.01. Definition of Grievance. A grievance shall mean a controversy, which exists as to the meaning or application of this Agreement.

4.02. Time Limitations. If it is impossible to comply with the time limits specified in the procedure because of work schedules, illness or vacations, these limits may be extended by mutual consent in writing.

4.03. Settlement of Grievance. Any grievance shall be considered settled at the completion of any step in the procedure, if the employee concerned and the employer are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.

4.04. Subject Matter. All grievances shall be in writing. Only one subject shall be covered in any one grievance. A written grievance shall contain the name and position of the grievant, a clear statement of the grievance, the issue involved, the relief sought, the date the incident or violation took place, the section or sections of the agreement alleged to have been violated and the signature of the grievant and the date.

4.05. Steps in Procedure.

Step 1. The employee and/or his representative will write up the grievance and present it to the Chief of Police within ten (10) days from the time employee knew or should have known of the events giving rise to the grievance or such grievance shall be barred. The Chief of Police will further investigate the grievance and submit his decision to the employee in writing within five (5) working days after receiving written notification of the grievance.

Step 2. If the grievance is not settled at the first step, the employee and/or his representative may, within ten (10) days after receipt of the written decision of the Chief of Police, appeal the decision to the Finance Committee of the City Council by submitting such request to the City Administrator. The committee shall, within fifteen (15) days after receipt of the written appeal, meet and confer with the employee and/or his representative concerning the grievance. Following said conference, the committee shall respond, in writing, within ten (10) days.

Step 3. If the grievance is not settled at the second step, the employee and/or his representative may, within ten (10) working days after receipt of written notification of the decision of the Finance Committee, appeal the decision to the Wisconsin Employment Relations Commission for appointment of a staff member as sole arbitrator. The commission



shall notify the employee and the employer of the time and place of a hearing before an arbitrator, the arbitrator shall hold a hearing, review the record of the case, determine whether a grievance exists, and notify the employee and employer of his decision in writing after completion of the hearing. The authority of the arbitrator and/or commission shall be limited to determining questions arising under this Agreement and shall have no authority to modify or change any of the terms of this Agreement or to change existing wage rates or establish a new wage. Each party shall bear the expense of preparing and presenting its own case, including its own attorney's fees and witness fees and shall equally share the expense, if any, of the arbitrator, and no employee hereunder shall receive compensation for time spent in the preparation or the attendance at such hearing, unless required to engage in such preparation or attended such hearing by order of employer. Any party requesting a court reporter shall pay the expense of such reporter. Upon request, the City shall provide tape-recording equipment for use by either party to record the hearing. The party requesting the recording equipment shall provide an operator for the equipment.

4.06. It is agreed that the decision of the arbitrator and/or commission hereunder shall be final and binding upon the parties.

4.07. The grievance procedure set forth herein shall be the exclusive remedy for any complaint of an employee or the Association as to any matter involving the interpretation or application of this Agreement.

## ARTICLE V - DISCIPLINARY PROCEDURE

5.01. Disciplinary Hearing Procedure. In all matters relating to suspensions without pay, demotions or terminations, State Statute 62.13(5) shall apply. Disciplinary actions less than mentioned above may be processed under the Grievance Procedure.

## ARTICLE VI - WAGES

6.01. Effective as shown below, employees shall be paid the following wages:

	01/01/2022	01/01/2023	01/01/2024
Sergeant			
Probationary (less than 5 years*)	\$32.50	\$33.80	\$35.15
Sergeant (5 years or more*)	\$33.60	\$34.95	\$36.35
Sergeant (10 years or (more*)	\$34.01	\$35.37	\$36.79

\*Employment in Department.

Holiday pay included in above wage scale.

## ARTICLE VII - HOURS OF WORK, OVERTIME, SHIFT DIFFERENTIAL

### 1. 7.01. Work Schedule.

The work schedule shall be based as follows, (2 days on/2 days off/ 3 days on/ 2 days off/ 2 days on / 3 days off) With the rotation as follows Monday, Tuesday work/ Wednesday, Thursday off/ Friday, Saturday, Sunday work/ Monday, Tuesday off/ Wednesday, Thursday work/ Friday, Saturday, Sunday off

The schedule is based upon a 2190-hour work year. The work schedule for the entire year shall be posted by the end of the first week in January, provided however that the employer shall retain the sole discretion to amend the work schedule at any time, provided however that such amendment shall be consistent with the work cycle provisions of this paragraph.

7.02. Shifts. The scheduling of the beginning and end of shifts shall lie within the discretion of the employer. Each shift shall consist of no more than 12 consecutive hours. Shifts:

Patrol rotation A	7:00am to 7:00 pm
	7:00pm to 7:00am
Patrol Rotation B	7:00am to 7:00pm
	7:00pm to 7:00am

. Officers shall work permanent shifts and shall be allowed to select shift assignment, based upon seniority, the shift choice shall be exercised in November of each year. Officers shall be allowed to change shifts and/or days off with one another, subject to the approval of the Chief of Police or his designate. There will be no set limit to the number of times an officer may exercise his right, but the officer changing shifts or days off will be responsible for being present for his work shift.

7.03. Lunch Period. Each employee shall be entitled to one, forty-five (45) minute, paid lunch period during this shift. The lunch period shall be scheduled in the discretion of the employer, and during such lunch period, employee shall be subject to call, if in the judgment of employer, conditions make it necessary or desirable.

7.04. Coffee Break. Three ten (10) minute coffee breaks shall be allowed to each employee during each shift. During such break's employee shall be subject to call.

7.05. Overtime. Employees shall receive overtime at time and one-half hourly rate for all hours worked in excess of employee's shift in one workday and for any days worked in addition to the normal work week. Employer shall have authority to order an employee to work overtime at any time. Where practicable, three (3) days' notice of scheduled overtime hours shall be given.

In lieu of overtime pay, the employee shall have the option to take compensatory time off at a rate of one and one-half hours for each hour of overtime worked. The employee shall be allowed to accumulate compensatory time off up to 48 hours. Such compensatory time off may be re-accumulated up to a maximum of 48 hours if reduced below that number by use or payment period. The employee may request the specific hours on which he wishes to use his compensatory time off, and such requests for time off will be granted unless the request would be unduly disruptive for the department and are made at least 72 hours prior to the requested time off. The Chief of Police or his designate shall approve or deny the request for compensatory time off within 36 hours after the request. Any compensatory time off acquired in excess of 48 hours shall be paid at the rate of time and one-half on the next following payday, at the rate of pay earned. A minimum of two hours payable at the rate of time and one-half shall be granted to any employee who is requested to report outside his regular schedule of hours. If an officer is not notified of a court cancellation, he/she is scheduled to attend, at least twenty-four (24) hours prior to that court appearance, he/she shall be compensated two (2) hours of overtime pay. Notice is sufficient if either actually given to the officer or sent to the officer by text or phone message to the telephone or cell phone number provided by the officer.

#### 7.05.1 Overtime Procedures

Should the Employer be unable to fill a vacant shift, the Employer's command officer may fill the vacancy by extending the least senior officer's shift 4 hours and ordering the least senior officer from the following shift 4 hours to fill the vacancy.

The positions working 7am-7pm, 7pm-7am, may be ordered 4 hours before or 4 hours after, but not both, for a maximum of 16 hours, to cover vacant shift openings. If this is not effective based on the number of vacancies or in exigent circumstances, then the least senior person on their day off will be ordered to fill the vacant shift. When they are to be ordered in on a day off, they may be given the opportunity to take all 12 hours, 8 hours or a minimum of 4 hours of an open shift if the shift can be filled by others who are available to be ordered. This is with the intent to give flexibility to those being ordered in on their days off.

7.06. Required Training Sessions. Whenever any employee is required by the employer to attend law enforcement training sessions, workshops or law enforcement conferences, time so spent by the employee shall be considered part of his normal work schedule. Any employee directed and required by employer to use his personal vehicle for such employment shall be paid current IRS/Federal rate per mile for the required use of the vehicle in his employment. If required attendance at such sessions requires employee to be away from the City of Sparta during normal mealtimes, employee shall be reimbursed for meals \$30.00 per day minus the cost of any meals provided. Provided, however, that employee shall supply employer with a voucher for the cost of his meal as a prerequisite to obtaining such reimbursement. However, if the City is eligible for reimbursement through the Department of Justice or other program sponsor at a rate higher than shown above, the employees' meal allowance shall be equal to the amount for which the City is eligible for reimbursement.

If employer shall require employee to be out of the City overnight, employee shall be reimbursed for up to 100% of his lodging expense upon presentation of a voucher for such expense to employer, provided prior approval for lodging expense is obtained in advance from the Chief of Police.

If training takes place on an employee's regularly scheduled work day and does not require an overnight stay, it will count as a normal day of work provided that if the training and included travel time does not amount to 12 hours the employee will, either return to work, take benefit time or upon mutual agreement with the employer arrange to make up the time to make

a total of 12 hours of compensable time for that day. Training taking place on an employee's regularly scheduled workday that requires an overnight stay will be considered a normal 12-hour work day.

7.07. Shift Differential. Employees working the second shift (7:00pm-7:00am) shall receive a shift differential of .60 per hour.

7.08. Classification. Any reclassification on specific individual work assignments, other than as the result of disciplinary action, shall not result in reduction of the individual employee's wages.

Wages, hours and working conditions of any newly created work classifications, which are an appropriate part of the bargaining unit shall be subject to negotiations between Association and employer.

7.09. Certified Field Training Officer Pay. Officers who are certified field training officers will have an additional \$.50 per hour added to the hourly rate of pay, paid only for time actually spent training.

## ARTICLE VIII - HOLIDAYS

8.01. Holiday hourly premium pay, and holiday benefits are included in the base annual compensation. Holidays provided are: New Year's, Memorial, Independence, Labor, Veterans, Thanksgiving, Christmas, Easter, Day before Christmas, and One Floating Holiday.

## ARTICLE IX - UNIFORM ALLOWANCE

9.01. Employer shall provide newly hired officers a complete set of required uniforms and equipment items as set forth on a list maintained by the Chief of Police. After one year of employment and each year thereafter, on the next semi-annual date, a \$700 deposit will be made into an account established for uniform and equipment replacement or repair. Disbursement from the account must be approved by the Chief or his designate. Unused amounts will roll-over to the next year. An officer who accepts selection as a SWAT member will receive a lump sum \$250.00 into their uniform account for uniform or equipment purchases; such officers may use their general uniform and equipment account for SWAT uniform and equipment repair and replacement.

9.02. If as a direct result of the performance of an officer's duties, his uniform and/or personal effects, such as eyeglasses or wristwatch, are damaged, broke or lost, the City

agrees to pay for the necessary repairs or replacement, whichever the case may be upon presentment of proper invoices to the Chief of Police. If restitution is gained from the persons responsible for causing such damage or destruction, the City shall be entitled to such reimbursement.

## ARTICLE X - ANNUAL PAID VACATION

10.01. Vacation Benefits. Vacation, with pay, shall accrue to each employee based on his anniversary date of employment as follows.

After one year of employment	7 days (59.5 hours)
After two years of employment	14 days (119 hours)
After ten years of employment	21 days (178.5 hours)
After twenty years of employment	25 days (212.5 hours)

10.02. Vacation. The minimum vacation period is one (1) day. A shorter period may be authorized by the Chief of Police.

10.03. Accrual and Scheduling of Vacations. During the first week in January of each year, a vacation sign-up sheet shall be posted in the department headquarters in a conspicuous place by the employer. Each employee shall have until the last day of March of the same year to select the weeks during which he intends to take his vacation, providing the work schedule is posted for the entire year during vacation scheduling. There shall never be more than one employee per classification per shift on vacation during any single week unless prior approval of the Chief of Police is obtained. Priority as to vacation selection shall be based on seniority and up to the end of March any senior employee may replace a junior employee who has already selected a particular vacation period by notifying the Chief of Police and the employee he is replacing. Thereafter, the employee so replaced shall have until the last day of March or five (5) days after notification of such replacement, whichever is sooner, to select a new vacation period. An employee shall be permitted to select or change his vacation period after the last day of March by giving thirty (30) days' notice but such selection shall be on a "first come--first served" basis only and seniority rights shall not apply. Vacations may be granted on less than thirty (30) days' notice with the prior approval of the Chief of Police. Employees shall be given notice of approval or denial of requested vacation no later than ten (10) days after the request has been submitted. Each employee's vacation benefits shall accrue upon completion of each year's service based on his employment anniversary date. Any employee whose vacation benefits

will be accruing during the year of posting the schedule shall be entitled to select a vacation period or periods during that year. Such an employee may be permitted to take his vacation period in advance of its actual accrual if his anniversary date of employment is after September 1, provided, however, that an employee who shall receive such an advancement and then terminate his employment prior to accrual of his vacation benefits, shall have deducted from his final paycheck, prorated salary for the number of days of vacation so advanced. All vacations must be taken during the calendar year in which they accrue, unless otherwise authorized by the employer.

10.04. Vacation pay shall be based on the regular wages in effect at the time the vacation is taken.

10.05. An employee whose employment is terminated for any reason shall be paid for his earned vacation leave at the rate of 1/12 for each month worked for that year, provided that he shall have completed one year of continuous employment.

10.06. Two weeks' notice of termination is required in order to receive any vacation pay which is due.

## ARTICLE XI - HEALTH AND WELFARE

### 11.01.

11.01. Employer shall contribute 88% of the lowest insurance premium available in the area through the State Insurance Program toward the cost of purchasing group health insurance benefits under the City group insurance plan for single individuals and shall contribute the same amounts toward the cost of purchasing such group health insurance benefits for the individual and his dependents, the contribution to be made directly to the insurance carrier by the employer. The City reserves the right to name the health insurance carrier. The City is permitted to select a plan with a \$1000 per patient deductible, the employees shall be responsible for the entire deductible payments. Employer shall allow employees who have reached retirement age and have retired from City employment to remain eligible for group health insurance coverage until age 65 at the employee's expense.

Pursuant to the provisions of Section 40.70 Wis. Stats., employer has determined to be included under the Basic Group Life Insurance Programs provided by Section 40.70 Wis. Stats., for its eligible personnel and the employer shall make payment for the basic plan. Further, employer agrees to provide life insurance for the spouse and dependents of eligible employees under the Wisconsin Group Life Insurance Program pursuant to the provisions of chapter ETF 60 for its eligible employees and the Employers shall make payment for the

same. Further, pursuant to the provisions of Section 40.03(6)(b) Wis. Stats., Employer determines to be included under the Additional Group Life Insurance Plan provided by Section 40.03(6)(b) Wis. Stats. for its eligible employees.

11.02. Effective January 1, 1998, the employer shall contribute 85% toward the cost of purchasing a dental insurance plan and may institute Premium Only Plan for either or both health insurance coverage and dental coverage.

## ARTICLE XII - PROBATIONARY PERIOD

12.01. Each newly hired employee, or employee promoted to sergeant position, shall be on probation for the first year of his or her employment. During such probationary period an employee shall be entitled to rights as provided in this Agreement, except that Article V shall not apply to employees on probationary status. Upon satisfactory completion of the probationary period, an employee's probationary status shall expire. This provision shall not affect health and welfare benefits and contributions which shall commence after employee's 31st day of employment.

12.02. If an employee becomes a member of the bargaining unit covered by this contract through promotion, he or she shall have one calendar year to return to the prior bargaining unit and, notwithstanding paragraph 12.01, shall have the rights described in Article V but shall not accrue seniority in the prior bargaining unit during his or her absence.

## ARTICLE XIII - RETIREMENT CONTRIBUTIONS

13.01. Employee shall pay the employees share of the retirement contribution up to 6.5%.

## ARTICLE XIV - FUNERAL LEAVE

14.01. Each employee shall be entitled to funeral leave of three (3) working days with pay in the event of death of the following persons: spouse, parent, child, brother, sister, stepparent, stepchild, in-laws, grandparents and grandchildren. An employee shall receive one full day per year paid funeral leave to serve as a pallbearer. In no case shall employee receive paid leave for serving as a pallbearer at more than one (1) funeral per year. Additional funeral leave without pay may be granted at the discretion of employer.

## ARTICLE XV - SICK LEAVE



15.01. Accrual. After six (6) months of service each employee shall receive 51 hours accumulated sick leave. Thereafter, sick leave shall accrue twelve (12) hours for each completed month of service up to 1040 hours.

15.02. Requisites. An employee absent three (3) consecutive working days or more shall, upon the request of the Chief of Police, produce a doctor's certificate verifying his illness before returning to work. Employees who are sick and unable to work shall notify the Chief of Police or his designate or cause him to be notified at least one (1) hour before the start of employee's regular shift or assignment.

15.03. Uses of Sick Leave. Sick leave with pay may be used in the event of illness or injury. Any employee using sick leave for any other purpose shall forfeit all remaining accumulated sick leave and shall receive no pay for the days during which he was absent for any other purposes. Nothing in this section shall be interpreted to prevent employer from taking additional disciplinary action against an employee for improper use of sick leave. Sick leave may also be used for a doctor's appointment and/or an outpatient visit at a hospital or doctor's office.

15.04. Sick Day Defined. The employee may request the specific hours which he wishes to use for sick leave, subject to the determination of the Chief of Police or his designate.

15.05. Employees may be allowed up to three (3) days per year at the discretion of the employee's supervisor for emergency leave to attend to an emergency illness or injury to a member of the employee's household. Such emergency leave shall be chargeable to the employee's sick leave.

15.06. Upon retirement, death or disability making the employee unable to continue in the service of the Police Department, an employee shall be paid a sum equal to 50% of his or her accumulated sick leave as severance pay, to a maximum of 65 days.

15.07. Subject to the approval of the City's group insurance carrier, a retired employee may at his or her option have the leave severance pay described in Section 15.06 converted to credits to be used to pay premiums for continued coverage for the retiree under the City's group health insurance plan. The amount of retiree's accumulated credits shall be based upon retiree's hourly rate of pay in effect on the day of retirement. It is understood that the retiree's participation in the City group health insurance plan is conditioned upon approval of such participation by the current group health carrier and each future group health carrier. By this Agreement, the City incurs no liability at any time nor does the City incur any liability to maintain any particular benefit level for retirees. All

deductibles set out in any City group health insurance policy covering a retiree shall be the responsibility of the retiree, regardless of any terms to the contrary set forth in the Collective Bargaining Agreement covering regular employees. Nothing contained herein shall be construed to grant a retiree any rights under this Collective Bargaining Agreement except those limited rights specifically set forth in this paragraph. Nothing herein shall be construed as a waiver of the City's right to refuse to bargain on non-mandatory subjects, which right is specifically reserved to the City.

## ARTICLE XI - SENIORITY

16.01. The principle of seniority shall be taken into account of layoff and recall and where vacation time requests conflict. In the event that there shall be a layoff of employees, the employee with the least seniority shall be the employee laid off provided that the remaining employees shall have the capabilities to perform the employer's work. Recall from layoff shall be by seniority provided the employee recalled is capable of performing the available work.

16.02. Seniority shall accrue from the first day of employment with the Sparta Police Department. An employee's seniority shall be terminated for any of the following reasons:

1. If the employee quits.
2. If the employee is discharged and such discharge is sustained, if it is disputed.
3. If the employee is laid off for a period equal to accumulated seniority or two years, whichever is shorter.
4. If the employee is laid off and fails to notify the employer of his intention to return to work within fourteen (14) days after issuance of a recall notice and fails to report for work within twenty-one (21) days of the date of issuance of the recall notice, unless such failure to report is beyond the employee's control.
5. If the employee is absent from employment for three (3) consecutive working days without notice to the employer unless failure to give notice is beyond the employee's control, provided, however, that this section shall not affect disciplinary action against the employee for unexcused absence.
6. Seniority for the rank of Sergeant and conflicts addressed by the Sergeants CBA shall accrue from the date of promotion to the rank of Sergeant.

## ARTICLE XVII - VACANCIES

17.01. Opportunity to Apply. When vacancies arise in any position due to retirement, death, voluntary termination, newly created position, or for whatever reason, an opportunity shall be given to all employees to apply for that position.

17.02. Posting. The position shall be posed for five (5) consecutive days, setting forth the job requirements, qualifications required and rate of pay.

17.03. Notification of Selection. The employer agrees to post the name of the successful applicant within five (5) days of the selection.

## ARTICLE XVIII - WORKERS' COMPENSATION

18.01. All employees shall be covered by workers' compensation and shall be bound by the provisions of the standard worker's compensation insurance policy. Employer shall have the exclusive right to name the workers' compensation insurance carrier. No employee who is receiving or is entitled to receive worker's compensation benefits for temporary total disability or permanent total disability shall receive any sick leave benefits. Receipt of worker's compensation shall not affect employee's accumulated sick leave benefits. Nor shall any employee receive wages or any additional compensation from employer where employee is receiving or is entitled to receive workers' compensation benefits for temporary total disability or permanent total disability.

## ARTICLE XIX - STEWARDS

19.01. Association may designate job stewards and alternates who shall be permitted to investigate and present grievances to employer or its representative in accordance with provisions of this Agreement, collect dues when authorized by the Association, transmit written messages which originate with and are authorized by the local Association, provided, however, that job stewards and alternates shall perform any and all such duties and activities outside their working hours, unless agreed to by employer. Contacts shall not be made with other officers during their hours of duty, unless agreed to by employer and any such performance of duties and activities shall not otherwise interfere with or interrupt the operation of the employer's business.

## ARTICLE XX - SAVINGS CLAUSE

20.01. If any article of this Agreement or any additions thereto should be held invalid

by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be enjoined or restrained by such tribunal, the remainder of this Agreement and amendments thereto shall not be affected thereby, and the parties hereto shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

## ARTICLE XXI - OTHER AGREEMENTS

21.01. The City agrees not to enter into any other agreement, written or verbal, with the members of the collective bargaining unit, individually or collectively, which in any way conflicts with the provisions of this Agreement.

## ARTICLE XXII - LEAVE OF ABSENCE

22.01. Any employee desiring leave of absence from his employment shall secure written permission from the employer. The maximum leave of absence shall be for ninety (90) days and may be extended for like periods but not to exceed one (1) year. Permission for same must be secured from the employer. During the period of absence, the employee shall not engage in gainful employment in the same industry. Failure to comply with this provision shall result in the complete loss of seniority rights for the employee involved. Inability to work because of proven sickness or injury or other leaves as granted in this Agreement shall not result in the loss of seniority rights.

## ARTICLE XXIII - TIME OFF FOR ASSOCIATION ACTIVITIES

23.01. Employer agrees to grant to one employee, time off for seven (7) consecutive days, unless otherwise agreed, without discrimination or loss of seniority rights and without pay, to any employee designated by the Association to attend an Association convention or serve in any capacity on other official Association business, provided forty-eight (48) hours written notice is given to the employer by the Association, specifying length of time off. Association agrees, that in making its request for time off for Association activities, due consideration shall be given to the number of men affected in order that there shall be no disruption of employer's operations due to lack of available employees.

## ARTICLE XXIV - SEPARATION OF EMPLOYMENT

24.01. Upon discharge the employer shall pay all money due to the employee. Upon quitting, the employer shall pay all money due to the employee on the payday in the week following such quitting.

## ARTICLE XXV - NON-DISCRIMINATION

25.01. Employer and the Association shall comply with the Federal and Wisconsin Law as to nondiscriminatory employment.

## ARTICLE XXVI - MILITARY LEAVE

26.01. Employer agrees to comply with Wisconsin and Federal Law with respect to military leave for members of the National Guard, reserve components of the Armed Forces of the United States or State of Wisconsin, now or hereafter organized or constituted under Wisconsin or Federal law.

## ARTICLE XXVII - DURATION OF AGREEMENT

27.01. The provisions of this Agreement shall take effect January 1, 2022, shall remain in full force and effect up to and including December 31, 2024, and shall continue in full force and effect thereafter, from year to year, unless written notice is given by either party at least 120 days prior to the last day of each year. There shall be no reopeners during the term.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement in triplicate on behalf of their respective representatives thereto duly authorized.

CITY OF SPARTA

SPARTA PROFESSIONAL POLICE ASSOCIATION  
SUPERVISORY OFFICERS RELATIONS DIVISION

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
CITY ATTORNEY

\_\_\_\_\_  
Business Representative

Executed: \_\_\_\_\_

Executed: \_\_\_\_\_

## City Administration Report December 2021

### **City Projects & Information**

- Library project currently in planning stages. We will have FEH contract approval in January
- Board of Public Works will begin interviews for Sanitation Supervisor position in January

### **Budget**

2022 budget mill rate \$5.72.

### **Financial**

- Financial report attached for November.

### **Economic Development**

- Brook's Tractor completing at the end of the month
- Ken's Custom Cabinets started construction
- Apartment project at old school on E. Franklin Street (Spartan Lofts) has started
- Arctic Freight starting soon
- WTC addition project completed
- Martin Warehousing starting soon
- Apartments off Hwy 16 and Julie started
- Bahr Electric closing on property in January
- Economic development activity has picked up. We should have some land sales next month for Finance and Council.