



N64W23760 Main Street  
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**AGENDA  
VILLAGE OF SUSSEX  
PARK AND RECREATION BOARD  
7:00 PM TUESDAY, FEBRUARY 16, 2021  
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1<sup>ST</sup> FLOOR  
N64W23760 MAIN STREET**

**THIS MEETING WILL BE HELD VIRTUALLY AND IN PERSON DUE  
TO THE ONGOING COVID-19 VIRUS**

**THIS MEETING CAN BE ACCESSED IN ONE OF THE FOLLOWING WAYS:**

- 1. BY CALLING 1 312-626-6799 AND ENTERING MEETING ID: 882 1162 0611  
THE MEETING MATERIALS WILL BE AVAILABLE AT [WWW.VILLAGESUSSEX.ORG](http://WWW.VILLAGESUSSEX.ORG)**
- 2. CLICKING THE FOLLOWING LINK: <https://us02web.zoom.us/j/88211620611>**

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Park & Recreation Board, at which a quorum of the Village Board may attend virtually in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is virtually in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under any area where the public may comments or if the rules are suspended to allow them to do so.)

1. Roll call
2. Consideration and possible action on the minutes from the January 19, 2021 meeting.
3. Comments from Citizens Present
4. Discussion and possible action on the Jr. Chargers Batting Cages Proposal
5. Discussion and possible action on the Lisbon Central Cemetery Lawn Services Contract
6. 2020 Recap (Rentals, Funds, Contracts, etc.)
7. Park & Recreation Director's Report
8. Topics for Future Agenda Items
9. Adjournment

Robert Fourness  
Chairperson

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Jeremy Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
THE SUSSEX PARK & RECREATION BOARD  
AND ARE SUBJECT TO CHANGE UPON APPROVAL OF THE PARK & RECREATION BOARD

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Park & Recreation Board meeting held on January 19, 2021.**

Kelly Tetting was selected by the board to chair. Tetting called the meeting to order at 7:00 PM

**1. Roll Call**

Members present: Kelly Tetting, Chuck Vojtas, Trustee Ron Wells, Nadine Coenen and Chris Kostka. Bob Fourness arrived during agenda item #4.

Members excused: None

Village Board present: President Anthony LeDonne

Staff present: Administrative Services Director, Sam Liebert; Special Events Coordinator, Chris Liedtke and Recreation Program Coordinator, Charlotte Abt.

**2. Meeting Minutes**

A motion by Wells, seconded by Vojtas to approve the minutes from the October 20, 2020 meeting as presented. Motion carried 5-0.

**3. Comments from Citizens Present**

No one was present that wished to be heard.

**4. Circle Masters Flying Club Request**

Jason Nettesheim from the Circle Masters Flying Club was present and spoke in support of the group's request.

A motion by Vojtas, seconded by Coenen to approve of the Circle Masters Flying Club request to install a stabilizing pole in Village Park in coordination with Village Staff. Motion carried 6-0

**5. Update on Blood Drive Organizations**

Liebert informed the committee that the village continues to work with Versiti Blood Center of Wisconsin and have scheduled six dates with us. February 9, April 14, June 16, August 18, October 19 and December 15. Staff have yet to hear back from the Red Cross on possible dates to rent space for their blood drives for 2021.

**6. Park and Recreation Director Report**

Liebert gave a brief update that special events and programs are going well. Being creative and outside the box with programming has been challenging but we've produced great results.

Liedtke gave an update on the past year's special events. The Halloween pumpkin give away was a success with over 800 pumpkins given away. The holiday tree lighting was also a great hit with the 'drive

thru' aspect added. Park staff decorated above and beyond the civic center. Donations for SOS were collected. Over 500 pounds of food and over \$200 in cash. We are looking forward to possibly going back to 'normal' in 2021 as things continue to get better with the pandemic.

Abt gave an update on programming at the civic center. We continue to hold some classes and recreational programs with masks and social distance guidelines. Hoping that things will return to normal and could possibly have full occupancy for the summer day-camp program.

**7. Topics for Future Agenda Items**

Blood Drive Update about local organization collaboration

**8. Adjournment**

A motion by Vojtas, seconded by Wells to adjourn the meeting at 7:35 p.m. Motion carried 6-0.

Respectfully Submitted,

Samuel E. Liebert  
Administrative Services Director, Village Clerk/Treasurer



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MEMORANDUM

To: Park and Recreation Board  
From: Halie Dobbeck, Parks and Recreation Director  
Date: February 11, 2021  
Re: Jr. Chargers Batting Cages Proposal

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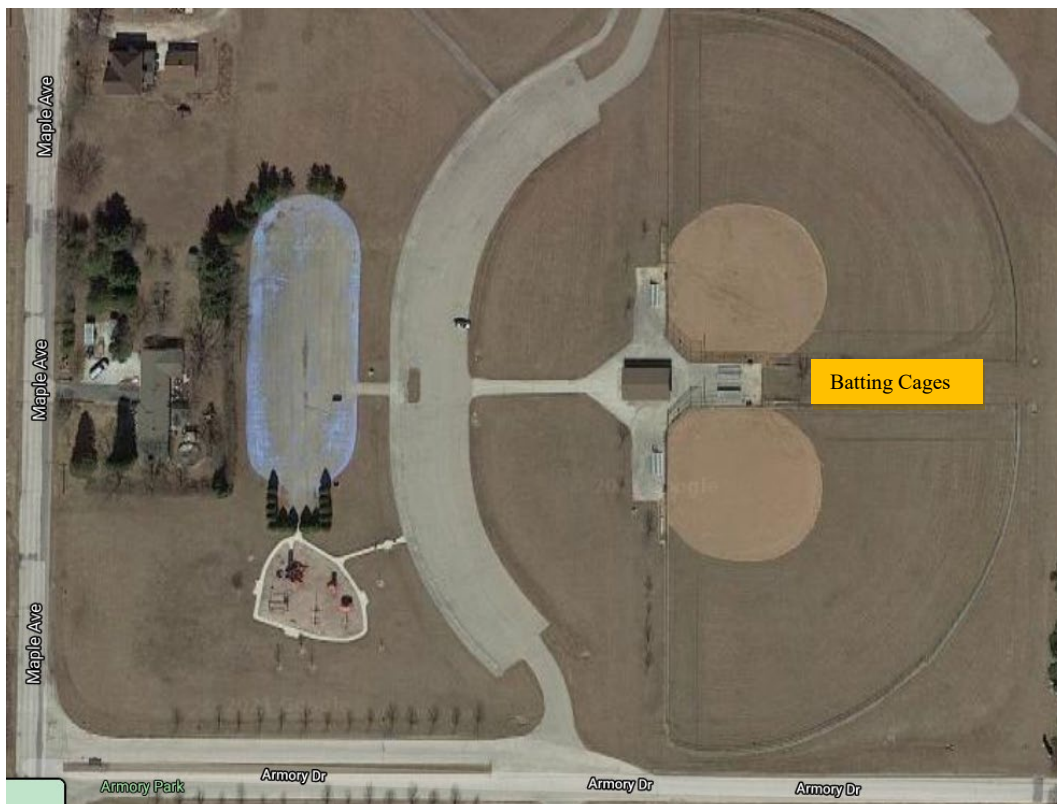
The Jr. Chargers Baseball Club have requested the addition of two batting cages at Armory Park. These cages would be located between diamonds A1 and A2.

Details about this proposal can be found in your packet.

Please note that they are asking that the Village make a 1/3 financial contribution to the project. No money has been appropriated for this project for 2021.

Questions for the board:

1. Does the board see a need for batting cages to be added to Armory Park?
2. If yes, does the board support the proposed design and location?
3. Does the board wish to recommend approving and/or funding this project?





### **Sussex Hamilton Jr. Chargers Baseball – Batting Cage Fundraiser & Proposal for Armory Park**

The Sussex Hamilton Jr. Chargers Baseball club is requesting the installation of two side-by-side batting cages at Armory Park within a location of the park that conforms with the 2030 future footprint plan of the park for long-term use.

The cages will be used by the club teams and opponents for a more efficient pre-game warm-up routine in addition to practices held at the park. Many communities we play against have batting cages at their given field locations (Menomonee Falls, New Berlin, Pewaukee, Lannon, etc. to name a few). Cages have become a common amenity at parks & fields with multiple baseball diamonds located on them. Between baseball and softball, nearly 200 youth in our community participate in our clubs U7 – U14 programs each year.

The Jr. Charger's program will be holding a fundraiser this Spring (March/April) to raise funds for the cages and their installation. The expectation is that the players raising the funds will have full use of the batting cages in the early Summer of 2021 and future generations as well as the Sussex Community will have access to these cages. (The clubs also notes this potentially is a two-season capital campaign project as well, however objective is a 2021 installation).

- The batting cages will be purchased from Beacon Athletics, a reputable athletic distributor located in Middleton, WI. Beacon has provided many commercial cages around the Midwest including the Pewaukee Sports Complex.
- Site preparation work, installation, and surface costs can vary depending on the surface chosen.
- **Budget for Cages:**
  - \$8,945 - Beacon Athletics (Middleton, WI) includes double wide cages 70' x 14' each, poles, netting, hardware, winch system. Same brand as at Pewaukee Sports Complex
  - \$29,823 – Quote 1: PLM for site work, concrete, installation
  - \$41,562 – Quote 2: Poblocki Paving for site work, concrete, & installation
  - \$900 – Protective commercial grade 'L-screens)
  - Other surface options exist such as a crushed aggregate base or an 'infield dirt' base which would reduce the cost considerable, but may be less attractive and durable.
  - The club will be soliciting assistance from Jr. Charger families and those friendly to the Jr. Chargers program who may work or own their own contracting firms to defray some of the site work and other costs.
  - The Jr. Chargers are a registered 501c-3, not-for-profit organization.

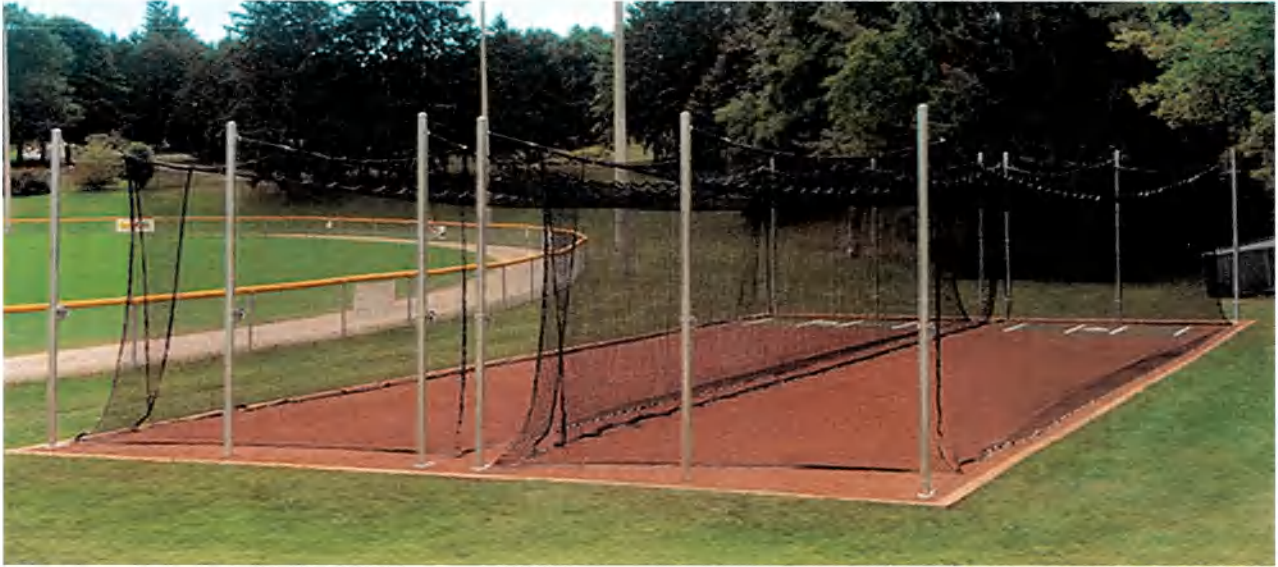
- The Jr. Chargers are not asking for rights of usage, noting the cages are on public property. Our club is effectively donating them to the Village. Given this, our request is for the Village of Sussex to support the cost & installation of the cages at 33.3% of the total scope of the project, with a maximum ask not to exceed \$13,200.
- The Jr. Chargers will be responsible for removal and installation of the batting cage net seasonally. We request to store at Armory Park in the Concession Stand 'shed'. By removing the netting in harsh weather, the useful life of the netting should exceed 15-years.

Below are three proposed locations of the cages at Armory Park that conform to the 2030 future plan (Jr. Chargers open to an amicable site that is accessible).





Field dirt base example, project and actual cage model from Beacon Athletics (diamonds located in WI)



Pewaukee Sports Complex (Lindsey Rd.) side by side batting cages





Another Beacon Athletics, Midwest project utilizing the same modular tension cage Jr. Chargers are proposing







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MEMORANDUM

To: Park and Recreation Board, Village Board

From: Sam Liebert, Administrative Services Director

Date: February 11, 2021

Re: Lisbon Central Cemetery – Lawn Services Contract

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We contracted with Al Moros last year to provide lawn services for the cemetery and were pleased with his service. He has indicated that he wishes to provide the same services for 2021 at a cost of \$155.00 per cut. Mr. Moros is asking for a \$5 per cut increase. Mr. Moros will be cutting the lawn once a week or on an as needed basis starting in April of this year and continuing until the grass goes dormant. Staff is confident that the lawn service costs will fall within our 2021 budget.

Staff recommends approval of the Lawn Services Contract.



This Lawn Service Contract (this “Contract”) is made effective as of February 23, 2021 between the Village of Sussex, N64W23760 Main Street, Sussex, WI 53089, and Al Moros, N68W26966 Silver Spring Drive, Sussex, WI 53089. In this Contract, the party who is contracting to receive the services shall be referred to as “Village of Sussex” and the party who will be providing the services shall be referred to as “Al Moros”.

NOW, THEREFORE, AND IN CONSIDERATION of the mutual promises and agreements contained herein, Village of Sussex contracts with Al Moros, and Al Moros agrees to provide Lawn Services, as an independent contractor to the Village of Sussex at the following location under the terms and conditions hereby agreed upon by the parties:

- 1. DESCRIPTION OF SERVICES.** Beginning April 1, 2021 Service Provider will provide the following services (collectively, the “Services”):
  - a. Al Moros shall mow and trim the lawn in a competent and professional manner at the Lisbon Central Cemetery, N67W25479 Silver Spring Drive, Sussex, WI 53089, which comprises approximately 1.5 acres with gravestones and other structures.
  - b. The parties shall consult periodically concerning the length and appearance of the lawn.
  - c. Al Moros shall complete the mowing and trimming and on an as needed basis, but not more than once per week, in a manner consistent with Al Moros’s mowing and trimming of this property over the past several years. Each complete mowing and trimming event shall be known as a “Service Event”.
  - d. Al Moros shall maintain insurance for his vehicles, equipment, and personnel at Al Moros’s sole cost, a certificate of which shall be provided to the Village.
  
- 2. PAYMENT OF SERVICES.** The Village of Sussex will pay compensation to Al Moros for the Services at the rate of \$155.00 per Service Event. Al Moros shall request payment from the Village of Sussex by invoice or other written request and Village of Sussex shall pay said request in a timely manner according to its customary payment practices.
  
- 3. TERM/TERMINATION.** This contract shall terminate by November 1, 2021. The Agreement may be terminated by either party if 30 day written notice is given to the other party seeking termination of the contract. There is no penalty for early termination of the contract.

\_\_\_\_\_  
Al Moros

\_\_\_\_\_  
Date

\_\_\_\_\_  
Samuel Liebert, Administrative Services Director

\_\_\_\_\_  
Date