



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
7:00 PM TUESDAY, APRIL 20, 2021
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1ST FLOOR
N64W23760 MAIN STREET**

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 March 16, 2021 meeting.
3. Comments from Citizens Present
4. Update on Village Board Actions
 - a. Farmers Market
 - i. Rent potential of the Civic Center Plaza and/or Civic Center Parking Lot
 - ii. Discussion on Profit vs. Non Profit Rental Rates
 - b. Fencing at Multi Sport Courts at The Grove at Village Park
5. Discussion and possible action on Park and Recreation Board meeting times
6. Discussion on Prides Park Survey Questions and Tentative Designs
7. Park & Recreation Director's Report
8. Topics for Future Agenda Items

May Meeting location: Prides Crossing Park in conjunction with the Prides Crossing Neighborhood Meeting

9. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

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 March 16, 2021.

1. Roll call

Members Present: Kelly Tetting, Nadine Coenen, Chairman Bob Fourness, Mike Waltz, Chuck Vojtas, Trustee Ron Wells

Members Present Virtually: Chris Kostka

Village Board Present: President Anthony LeDonne

Staff Present: Parks and Recreation Director, Halie Dobbeck; Administrative Services Director, Sam Liebert; Assistant Village Administrator Kelsey McElroy-Anderson

2. Meeting Minutes

A motion by Tetting; Seconded by Waltz to approve the minutes from the February 16, 2021 meeting as presented. Motion Carried 7-0

3. Comments from Citizens Present

None

4. Wolverine Fireworks Display, Inc. Fireworks Contract

A motion by Waltz; seconded by Wells to approve the fireworks contract as presented. Motion Carried 7-0

5. Village Park Concession Stand Contract

A motion by Waltz; seconded by Coenen to approve the contract as presented. Motion Carried 7-0

6. Farmers Market Applications

Dobbeck presented the memo in the packet and introduced Linda Saladin and Gabe Kolasari to the Park Board to further discuss their proposed markets.

Saladin corrected the memo to state that they would be prepared to start the market with a summer market in late May 2021. Their tentative plan would be to operate every other Sunday unless vendors requested a weekly market.

Kolasari clarified his position to state that his company, Polar Bear Kitchen, would not be on any signs or promotion of the Community Market. He said he is not doing the market to make money and will donate monthly net profits to a local non-profit. He plans to operate the market every Sunday. Kolasari said he would be using his father and friends as resources

for starting the market. Waltz stated that if we are committed to offering a market, then the board needs to be prepared to make concessions on the fees.

Park Board consensus was that the same fee structure, as historically offered to non-profit markets, should be offered to both the proposed non-profit and for-profit markets.

Park Board also came to a consensus on requesting a seasonal summary of donations from the market. They preferred that there are no road closures for the market but will reevaluate after the market begins if there are pedestrian safety concerns.

Coenen, Votjas, Wells, and Waltz voted in favor of the Polar Bear Kitchen Community Market. Tetting, Kostka, and Fourness voted in favor of the Sussex Farmers Market.

A motion by Wells; seconded by Coenen to recommend to Village Board the approval of The Polar Bear Kitchen (Kolasari) to operate the Community Market on Sundays from 9am-1pm at the Civic Center and to offer him:

- Historic Fee Structure (Free Summer Plaza, \$125/market Winter facility space)
- No road closure
- Community Market promotion must contain no for-profit promotion
- Must provide a seasonal summary of donations
- Exempt from the Food Truck Policy

Motion Carried 7-0

7. Future Park Developments

Dobbeck shared about the future park developments (Vista Run Subdivision Park, Sledding Hill Park from Lannon Stone, and Prides Crossing Park update) as requested by Park Board at the February meeting.

8. Park & Recreation Director's Report

The Village Board tabled the **Batting Cages** for a month in hopes that a community organization may be able to fund the additional funds that the Jr. Chargers are seeking. Dobbeck reached out the SAS Club, Lions Club and SYLBA to consider funding options. The SAS Club is interested in the project and we will hopefully have an update at the April Park Board Meeting.

Fence Dobbeck met with the Pickleball Advisory Committee to seek input on the Multisport Court fence. The committee recommended minor changes in fence height (from 4-5 ft.) and added a gate on NE side. Contractors were able to obtain bids starting last Wednesday. The bid opening is Thursday March 25 at 10am.

Tree City The Village of Sussex was awarded its first Tree City designation for 2020. We will be celebrating this at our Arbor Day celebration on Friday April 30 from 5-7pm.

The **Egg Drop** is Saturday from 9-11am. We are full at 70 kids per time slot and 4 time slots every 30 minutes. We are excited to host our first in person event in over a year.

Splash Pad will open Friday, May 28 for Memorial Day weekend.

I Run the Village 5K Update The I Run the Village 5k committee met last week and are planning to move forward with the run this year. We are planning to add on a "I Run the Park 1K" for a kids fun run that will be offered free of charge.

We will be purchasing **bleachers** for A4 diamond from Family Strong Sussex who no longer has a need for them.

Pints in the Park voting is done – Ridgeview and Madeline won.

Summer Activity Guide has gone to print – session starts in May. We will be bringing back Senior Cards, Blood Pressure Checks and Book Club.

9. Topics for Future Agenda Items

Park Planning for Prides Crossing Park

Meeting Time Change

Butler Wetlands Mowing

May Park Board Meeting will be held at Prides Crossing Park, weather permitting.

10. Adjournment

A motion by Votjas; Seconded by Tetting to adjourn the meeting at 8:40 p.m.

Motion Carried 7-0

Respectfully Submitted,

Halie Dobbeck
Parks & Recreation Director



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Parks and Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Village Board Actions 3/23/21 & 4/13/21
Date: April 15, 2021

4.a. During the March 23, 2021 Village Board meeting, the Village Board reviewed the Park Board recommendation to allow Gabe Kolesari to operate a Community Market on the Civic Center Plaza. Prior to this meeting, the Village Board did receive an opinion letter by the Village attorney, John Macy, citing concern with a lack of policy surrounding this decision. At the meeting, the board had significant debate and many new aspects were introduced into the conversation. Ultimately, the Village Board acted on the follow motion unanimously:

Motion by Stallings, seconded by Uecker to approve the Sussex VFW to run and manage the Sussex Community Market per the submitted operating plan with the following contingencies: The market will not have more than four food-trucks per event and that the Park & Recreation Director will have final say on their placement; that the Village of Sussex will work with the Community Market in promotion of the event, that there will be no direct-sale vendors allowed, that no motorized vehicles will be allowed on the grass in front of the Civic Center, that they will be subject to the Operating Plan submitted to staff and they will be subject to the Standard Rental Policies. The VFW must also go before the Park & Recreation Committee in one years' time to review their first year and address any issues that may have arisen. Staff are also directed to work with the Park & Recreation Committee to review the Village's rental policy in respect to the front of the Civic Center and Civic Center Parking Lot.

As a result of this motion, the Park and Recreation Board should consider the following:

1. Should the Civic Center Plaza and/or the Civic Center Parking Lot be rentable spaces (beyond for the non-profit Community Market)?
 - a. If yes, should there be a differentiation between for-profit rental pricing and non-profit rental pricing?

4.b. During the April 13, 2021 Village Board meeting, the Village Board was presented with the low bid (\$37,400) for the multisport court fencing (as was approved by Public Works committee). The Village Board unanimously voted to send the fence back to the Park Board suggesting that other options be explored as they (generally speaking) did not like the aesthetics of the fence at the entrance of the park.

PRIDES CROSSING PARK

PROPOSED 1 MILE TRAIL LOOP



LOG STAIRS



**SHORT ADVENTURE
OFF-CHUTES**



TRAIL ARCH



TRAIL TO BE:
-6FT WIDE
-MULCHED
-DEFINED BORDER



SNACK AREA



GROUP SWING



HILL SLIDE



FORT

EXISTING FOOTPATHS
PROPOSED ROUTE

PRIDES CROSSING PARK

PROPOSED LAYOUT



REMOVE EXISTING BACKSTOP

**POTENTIAL
PARKING SOLUTIONS**

**REMOVE EXISTING
PLAY AREA**

PICNIC AREA

**RESURFACE AND PAINT
EXISTING HALF COURT
BASKETBALL**



NATURE-THEMED PLAYGROUND



TRAIL HEAD

PRIDES CROSSING PARK

PARKING SOLUTIONS

NO PARKING

NO PARKING

NO PARKING

CROSSING
ADDN NO 3

10 Parallel Parking Stalls (220 Ft)

10'

OPTIONS:

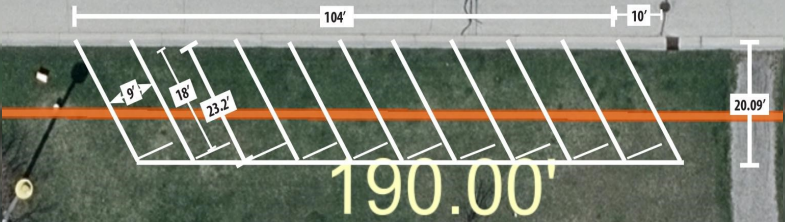
- 2 SIDED STREET PARKING (EXISTING)
- ALLOW SINGLE SIDED STREET PARKING ON PARK SIDE (SOUTH) AND NO PARKING ON NORTH SIDE
- ADD IN A LOT IMMEDIATELY OFF OF MOUNTABLE CURB
- CREATE A PARKING LOT OFFSET FROM ROAD

PRIDES CROSSING PARK

PARKING SOLUTIONS

OPTIONS:

- 2 SIDED STREET PARKING (EXISTING)
- ALLOW SINGLE SIDED STREET PARKING ON PARK SIDE (SOUTH) AND NO PARKING ON NORTH SIDE
- ADD IN A LOT IMMEDIATELY OFF OF MOUNTABLE CURB
- CREATE A PARKING LOT OFFSET FROM ROAD



PRIDES CROSSING PARK

PARKING SOLUTIONS

OPTIONS:

- 2 SIDED STREET PARKING (EXISTING)
- ALLOW SINGLE SIDED STREET PARKING ON PARK SIDE (SOUTH) AND NO PARKING ON NORTH SIDE
- ADD IN A LOT IMMEDIATELY OFF OF MOUNTABLE CURB
- CREATE A PARKING LOT OFFSET FROM ROAD**

