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**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, AUGUST 17, 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. Comments from Citizens Present
3. Consideration and possible action on the minutes from the June 15, 2021 meeting.
4. Consideration and possible action on tree removal request for N74W23808 Overland Ct, homeowner Riley Poe.
5. Consideration and possible action on tree removal request for W237N7428 Overland Ct, homeowner Kevin Novak.
6. Consideration and possible action on Prides Crossing Park Design.

Playground proposals <https://www.dropbox.com/sh/mouqwjm3xht6mlp/AAAaKOEXL7WwfnxghPBo5ejta?dl=0>

7. Consideration and possible action on budget recommendations for 2022 budget.
8. Park & Recreation Director's Report
9. Topics for Future Agenda Items
Next meeting is September 21, 2021
-Revisit Village Park Master Plan
10. Adjournment

Robert Fourness
Chairperson

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.



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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 June 15, 2021.

Meeting was called to order by Chairman Bob Fourness at 6:31 p.m.

1. Roll call

Members Present: Chairman Bob Fourness, Nadine Coenen, Mike Waltz, Chuck Vojtas, Kelly Tetting, Chris Kostka

Members Excused: Trustee Ron Wells

Village Board Present: Trustee Scott Adkins

Staff Present: Parks and Recreation Director, Halie Dobbeck; Administrative Services Director, Sam Liebert

2. Meeting Minutes

Motion by Waltz, seconded by Kostka to approve of the minutes from May 18, 2021 meeting as presented. Motion carried 6-0

3. Lannon Stone Sledding Hill Park

Paul Giles, Technical Services Director for Lannon Stone, gave a presentation on the proposed Sledding Hill Park that would be leased to the Village of Sussex. This sledding hill park would be in lieu of a Letter of Credit for the Village's security net, in the event Lannon Stone went out of business, ownership of the sledding hill park would transfer to the Village.

During the presentation, Trustee Wells joined the board at the dais at 6:34 p.m.

Motion by Fourness, seconded by Waltz to move forward with the project and make a positive recommendation to the Village Board. Motion carried 7-0

4. SAS Club Blood Drive Event

5. Amending the SAS Club 10 Year Contract

Dobbeck presented the proposed Blood Drive event that the Red Cross would like to hold on November 1, 2021 at the Grove. Dobbeck also stated that the SAS Club's 10-year contract would need to be amended to allow them to use their funds on hand to pay for the rental of the Red Cross's future blood drives.

Motion by Tetting, seconded by Kostka to approve of the November 1 Red Cross Blood Drive Event AND to amend the SAS Club 10 Year Contract as presented. Motion carried 5-0

6. Quarry Communities Relay for Life Event

Scott Pink gave a presentation on the proposed Relay for Life Event to be held on September 24, 2021 at Village Park. The event would run from 6:00 p.m. to midnight. They are still looking for local business sponsorships and advertising. They expect it would take about an hour to clean up after the event. Relay Quarry has been active in the area since 2003 and proceeds go to the American Cancer Society.

Motion by Waltz, seconded by Tetting to approve of the Quarry Communities Relay for Life Event for September 24, 2021. Motion carried 7-0

7. Alfa Romeo Car Event

Robert Ludwigson and Gary Schommer of the Alfa Romeo Owners Club gave a presentation on their proposed Italian Car and Motorcycle Show, scheduled for September 26, 2021 at Village Park. The expect about 40 cars and 200 people to show up. The event would also serve as a Charity for Alzheimer's Association.

Motion by Vojtas, seconded by Wells to approve of the Alfa Romeo Car Event for September 26, 2021. Motion carried 7-0

8. Discussion on Prides Park Neighborhood Meeting

Dobbeck gave a brief presentation of the discussion and concerns that had arisen from last month's meeting at Prides Park in relation to the proposed upgrades. Dobbeck also went over the survey results with the Park Board, reiterating that there was about a 33% response rate from the survey.

The board had discussion. It was agreed by consensus that:

- a. There would be no additional parking added to the park.
- b. A trail should go forward, not paved. That it would be six feet across, wood chips for the base and bordered. That there would be some amenities or play accessories for kids that could be built in-house and over the course of a few years. That there should be an attempt to keep the trail 'as natural' as possible.
- c. The board would like to see some sort of covered shelter close to the entrance of the trail and that staff should come back with cost estimates.
- d. A new playground should replace the old one. The new playground would be in the same location as the current one. Dobbeck mentioned she had a non-profit that could come in and take apart the old playground and donate it to a country in need. Staff should come back with cost estimates.
- e. The basketball court should be re-leveled. Staff should come back with cost estimates.
- f. There should be a water fountain/bubbler in the park and that it should also have a dog/canine water amenity on the bottom. Staff should come back with cost estimates.
- g. Staff should look into cost estimates for repair and replacement of the backstop at the baseball diamond.
- h. Staff come back with cost estimates for ninja/climbing amenity for playground.

Motion by Waltz, seconded by Tetting to make a positive recommendation to the Village Board to move forward with the trail as proposed. Motion carried 7-0

9. Comments from Citizens Present

Trustee Scott Adkins was asked by Chairman Fourness on his thoughts about the proposed fence around the pickleball courts at Village Park. Trustee Adkins stated he had concerns with the aesthetics of a chain-link fence in such a public and prominent place. He stated that he would like more cost analysis done in regards to moving the courts to another park or separating the courts from basketball courts all together.

Chairman Fourness stated that he believed the Park & Recreation Board had done their due diligence and would like to know why other Village Trustees opposed the recommendation for a fence.

Liebert stated that the possibility of a joint meeting of the two boards could be a possibility.

Chairman Fourness asked staff to look into that possibility.

10. Park & Recreation Director's Report

Dobbeck stated that at the South Playground in Village Park there was an accident on Memorial Day and that the Village is seeking restitution for the damaged equipment, labor, and restoration of the area. Due to the Master Plan, we will not be immediately replacing the firetruck and have turned the area in to grass.

Dobbeck stated that there has been a group of kids causing vandalism and disruption to programming at the park. We've worked with the police to step up patrols and have made great strides towards remedying these issues.

Dobbeck stated that Day Camp has started this week and we have the highest registration number in the history of the program.

Dobbeck stated that the splash pad has been incredibly busy so far this summer and has seen days where there are over 200 people a day.

Dobbeck stated that Cruise Night was Thursday and in need of volunteers to help park cars.

Dobbeck stated that the first Pints in the Park Even is next week in Madeline Park from 5:00 p.m. to 8:00 p.m.

11. Topics for Future Agenda Items

Chairman Fourness asked that 2022 budgetary items come before the board for their review to make possible recommendations.

Tetting asking about new trees planted on Maple Avenue and if they would grow up and into the power lines above.

Revisit Village Park Master Plan

Prides Park Monetary Costs

12. Adjournment

Motion by Waltz, seconded by Coenen to adjourn at 8:07 p.m.

Motion carried 7-0

Respectfully Submitted,

Samuel E. Liebert
Administrative Services Director



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MEMORANDUM

To: Park and Recreation Board/Village Tree Board

From: Sam Liebert, Administrative Services Director

Re: Tree Removal Authorization for N74W23808 Overland Ct.

Date: August 10, 2021

The site in question is located at N74W23808 Overland Ct.

The property in question falls under Village Ordinance Chapter 6.56 "Tree Protection and Tree Preservation". Meaning that the property owner must seek authorization from the Village Tree Board in order to remove trees on said property.

Below is the property owner's request per their landscaper, Mike Jetto:

Attached you will find pictures of the trees in question and along with explanations in this email for the removal of the trees.

- 1. Trees are dying and beyond options to make them thrive*
- 2. Leaning towards the house and homeowner is concerned of the possibility they may fall on the home.*
- 3. We are adding a more trees and understory plant materials to the backyard area that will enhance the overall look of the property for the neighborhood*

We are looking at the removal of these trees to add safety to the structures and enhance the overall property and neighborhood.

Staff has reviewed the request and pictures; and agree with the request. It meets the spirit and intent of Chapter 6.56, more specifically, Chapter 6.59 "Dead or Diseased Tree Removal on Private Property."

Mr. Riley Poe and his landscaper will be present at the meeting to present their request and made available for any questions that the board may have.

Pictures of the trees are below as well as the location of the three trees to be removed.

agreements, written or otherwise shown hereon.

4. Field work completed on 08-1
5. Building Setbacks
Front = 30'
Side = 15'
Rear = 25'

















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MEMORANDUM

To: Park and Recreation Board/Village Tree Board

From: Sam Liebert, Administrative Services Director

Re: Tree Removal Authorization for W237N7428 Overland Ct. Lot 6

Date: August 10, 2021

The site in question is located at W237N7428 Overland Ct. Lot 6.

The property in question falls under Village Ordinance Chapter 6.56 "Tree Protection and Tree Preservation". Meaning that the property owner must seek authorization from the Village Tree Board in order to remove trees on said property.

Below is the property owner's request per the property owner, Kevin Novak:

Attached is the survey with locations noted. We would like approval for the following:

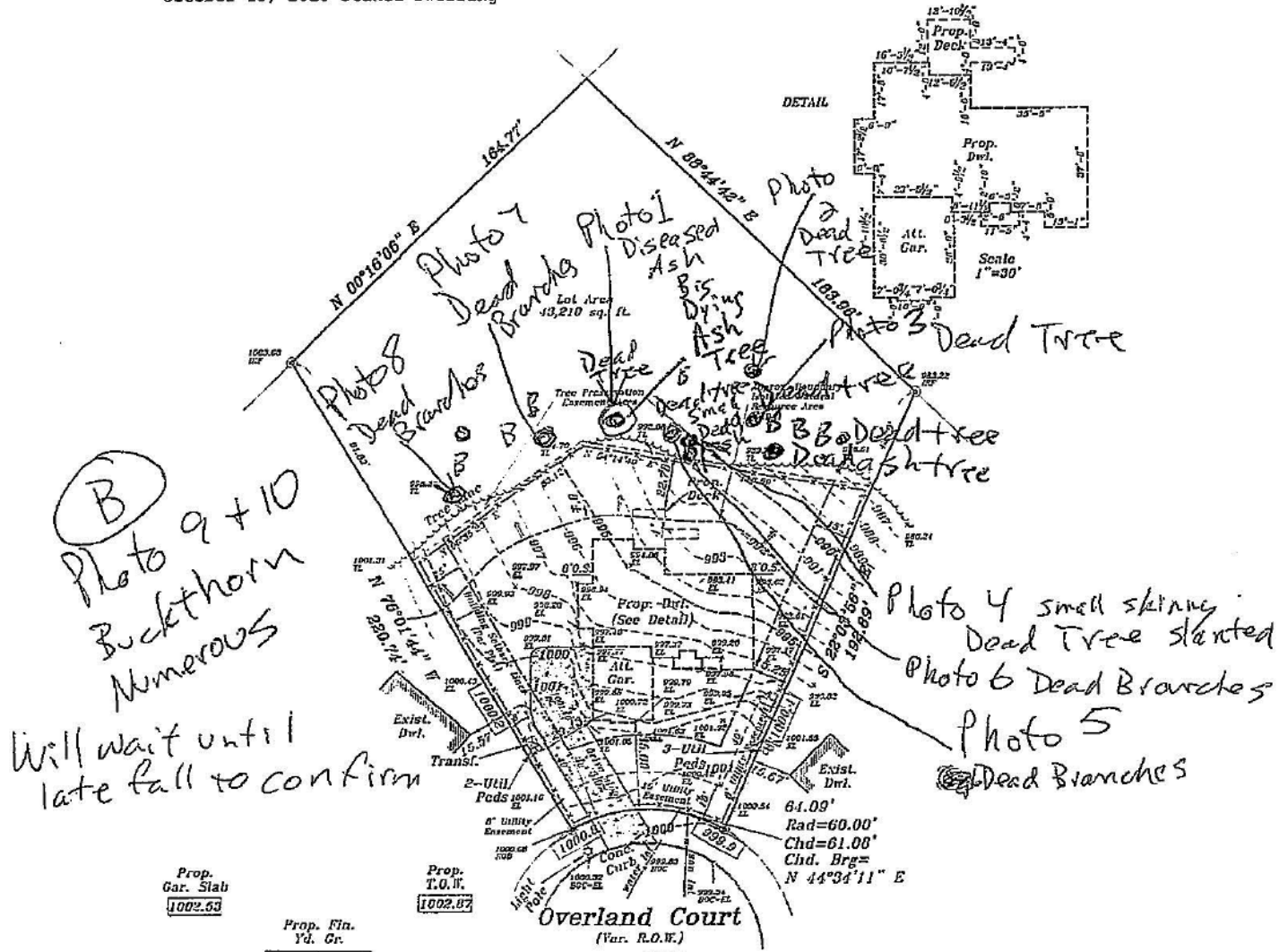
- 1. Remove dead ash trees. The large ash tree has very sparse leaves and most likely dying from emerald ash borer. The smaller ones are completely dead.*
- 2. Dead wood some of the dead branches in the large trees nearest the house.*
- 3. Remove invasive species (Buckthorn, marked with "B", I marked several but I believe there are more)*
- 4. Remove the dead downed wood.*

Staff has reviewed the request and survey; and agree with the request. It meets the spirit and intent of Chapter 6.56, more specifically, Chapter 6.59 "Dead or Diseased Tree Removal on Private Property." The removal of invasive species (Buckthorn in this case) is also encouraged and recommended.

Mr. Novak will be present at the meeting to present his request and made available for any questions that the board may have.

Please see pictures and the survey map and below for location of trees.

October 15, 2020 Staked Dwelling



(B)
 Photo 9 + 10
 Buckthorn
 Numerous

Will wait until
 late fall to confirm

Photo 4 small skinny
 Dead Tree started
 Photo 6 Dead Branches
 Photo 5
 Dead Branches

Prop.
 Gar. Slab
 1002.53

Prop. Fin.
 Yd. Gr.

Prop.
 T.O.W.
 1002.07

Overland Court
 (Var. R.O.W.)

PHOTO 1 - DISEASED ASH



PHOTO 2 – DEAD TREE



PHOTO 3 – DEAD TREE



PHOTO 4 – DEAD TREE



PHOTO 5 – DEAD BRANCHES



PHOTO 6 – DEAD BRANCH



PHOTO 7 – DEAD BRANCHES



PHOTO 8 – DEAD BRANCHES



PHOTO 9 – BUCKTHORN



PHOTO 10 – BUCKTHORN



Prides Park Design Plan

August 17, 2021

Public Engagement

Neighborhood Survey

Mailed to 300 households, 105 responses received (35% response rate)

Neighborhood Meeting - May 2021

Roughly 40 people in attendance

Shared Lot Line Inquiry

Mailed 27 letters to all property owners whose land abuts park land, 17 requested meetings at their home, Civic Center, or via phone (63% response rate)

*Specific design requests to come out of these meetings:

- Stripe for a pickleball court on the asphalt slab
- Signage regarding “Leave No Trace” to minimize garbage
- Maintain/Mow a path along woods in the Prairie in main park area
(Remove/Replace dead trees in this area)
- Removal of tree fort in wooded area

Financials - Park Plan

Item	Budgetary Number	Included in Park	Notes
Backstop	\$5,000.00	\$5,000.00	
Shelter	\$35,000.00	\$35,000.00	
Playground Demolition	\$2,000.00	\$2,000.00	
Playground	\$120,000.00	\$120,000.00	
Fixtures (Signs, Garbage, Bench etc.)	\$10,000.00	\$10,000.00	
Drinking Fountain	\$15,000.00	\$15,000.00	
Basketball Court	\$10,000.00	\$10,000.00	
Stripe for BYON Pickleball Court	\$500.00	\$500.00	
Tree Plantings	\$1,000.00	\$1,000.00	\$200/tree. Or can use tree replacement funds over multi-years
Restoration	\$1,000.00	\$1,000.00	Necessary.
Path Replacement	\$4,000.00	\$4,000.00	Necessary for accessibility.
	Total Cost	\$203,500.00	
	Difference	-\$53,500.00	
	Total Budget	\$150,000.00	

PRIDES CROSSING PARK

PROPOSED LAYOUT



EXISTING BACKSTOP

DRINKING
FOUNTAIN



REMOVE & REPLACE
PLAY AREA



PAVILION

RESURFACE AND PAINT
EXISTING HALF COURT
BASKETBALL

MAINTAIN (MOW) PRAIRIE/NATURAL AREA TO
MINIMIZE SCRUB TREE GROWTH + REMOVE & REPLACE DEAD TREES

MOW ONE PATH BETWEEN WOODS AND PRAIRIE AREA



TRAIL HEAD

Existing Backstop Options



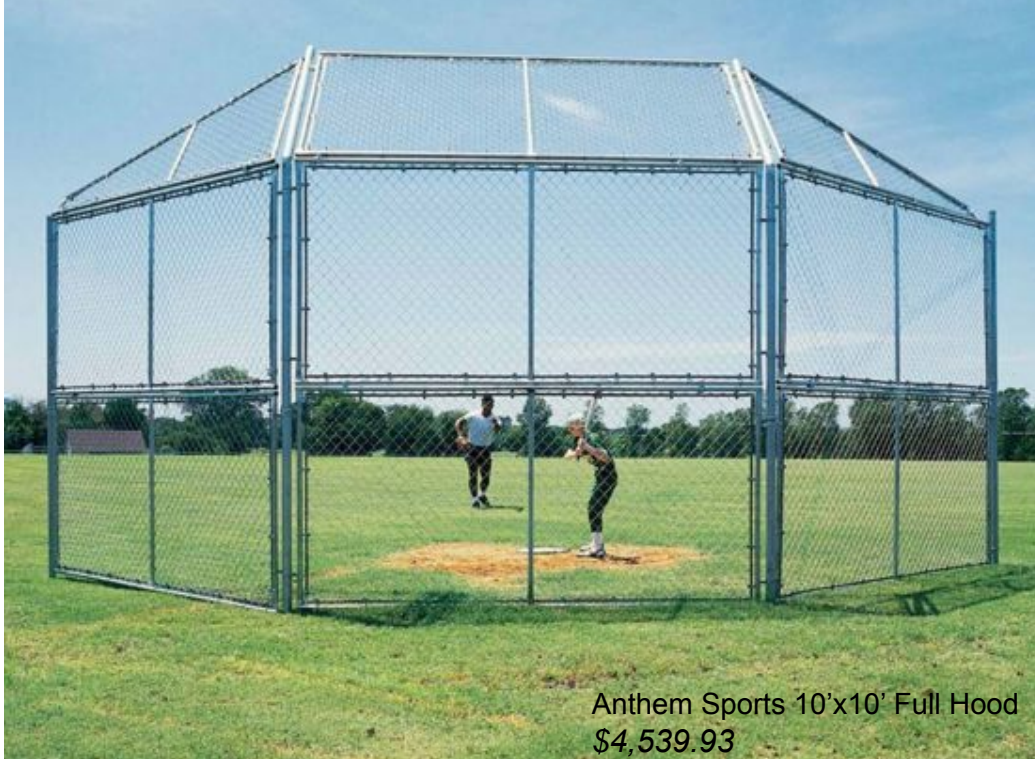
Option 1: \$0

-Keep Existing. Powerwash/clean to attempt rust removal. Tighten chain connections to posts.

Option 2: \$0

-Remove. Do not replace

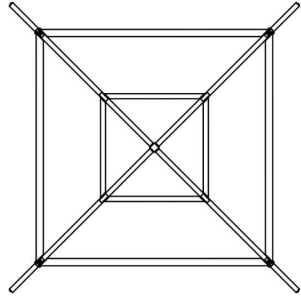
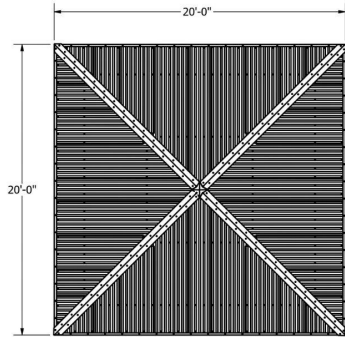
New Backstop



Anthem Sports 10'x10' Full Hood
\$4,539.93

Option 1: \$5,000 budget
-Remove and replace.

Shelter/Pavilion



Budget Figure: \$35,000 (Gerber)

-20x20 with concrete base

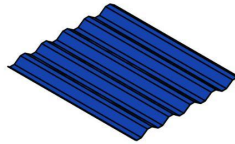
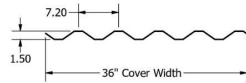
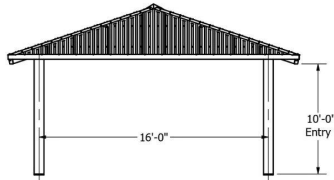


Image for illustrative purposes only. Does not represent the finished product. Not to scale.

- General Roof Notes:
1. Metal Roofing
 2. Trim Color Matches Roof
 3. Skyways Engineering will Determine Required Baseplate Design After Engineering is Ordered

skyways
by landscape structures

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Playground Demolition



Option 1: Contract with “Kids Around The World” to remove equipment and send to a developing country for new installation \$0

Option 2: Remove in house and dispose in landfill via dumpsters \$2,000

Playground

Playground companies were asked to provide a \$100,000 and \$120,000 playground that contained a:

- Nature Theme
- Play Structure
- 1 Swing set with minimum accessible swing, toddler swing, and traditional swing
- Potential for Unique Climbing Feature
- Poured in Place Surfacing and pedestrian curb surround

Designs are available for review on printed boards.

Fixtures

Adult Benches at Playground (2)	\$2,400
Picnic Tables *If purchase deferred to 2022, yearly replacement funds could be used* \$800 each	\$0
Trail Signage (Trailhead & Wayfinding)	\$2,800
Trash/Recycling	\$3,000
Trail Amenities Supplies	\$1,000
Bike Rack	\$800
Total	\$10,000

Drinking Fountain



Fountain to be installed during 2023 Prides Road Project to minimize costs.

\$10,000 lateral/installation

\$5,000 fountain

-Bottle Filler, Pet Fountain, ADA Fountain

Budget: \$15,000

Basketball



Courts retain water in storm - need to be resurfaced for positive drainage. Both quotes reflect milling high spots and applying 2" asphalt overlay.

Option 1 (PLM) : \$9,355

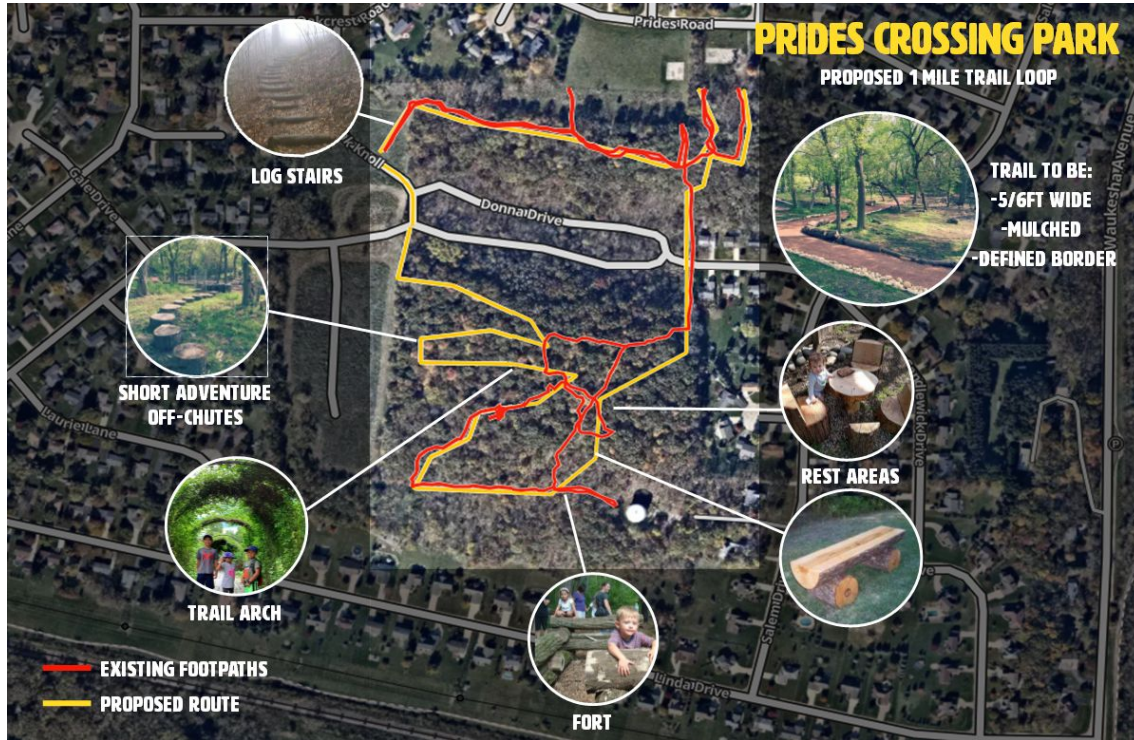
Option 2 (J&Sons): \$9,639

Pickleball Striping: \$500

Village to complete restoration: \$250

Budget \$10,000 for Basketball or
\$10,500 for Basketball & Pickleball

1 Mile Trail Loop (yellow path)



Trail to be:

- 5-6 feet wide
- Wood chips and defined borders
- Maintain at all times possible 30ft+ off of a resident's property line
- Only natural-made amenities along trails



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MEMORANDUM

To: Parks & Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: 2022 Budget Recommendations
Date: August 13, 2021

Per request at the June 2021 Parks and Recreation Board Meeting, below are items that are planned for presentation to the village board as part of the 2022 budget process. If you'd like to make a recommendation on some or all of the items that is within the board's right to do so.

Item	Cost	Notes
Vista Run Neighborhood Park Survey	\$10,000	A consultant would advise on design for this park.
Shade Structure(s) & 5 additional lounge chairs at The Grove	\$34,770	
Lisbon Stone Family Park Contribution	\$100,000	Stone Family Park is located in Lisbon on Plainview Rd. but services Sussex residents. One-time contribution.
Baseball Fee Increase	\$Varied	See additional memo.
Lannon Stone Sledding Hill Bathrooms	\$130,000	Bathroom facility + water/sewer laterals + amenities (garbage, sign, etc.)
Pickleball Solution	\$To Be Determined	Options will be presented at a later date pertaining to a pickleball solution



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M E M O R A N D U M

To: Parks & Recreation Board
 From: Halie Dobbeck, Parks and Recreation Director
 Re: 2022 Budget Recommendations: Ball Field Rental Fees
 Date: August 11, 2021

The Village of Sussex currently rents ball fields for any organization interested, based upon availability. These organizations differentiate between a practice rental (diamond is prepped by moving bases, dragging infield, and mowed/whipped) and a game rental (includes all practice amenities plus lining of field). Currently the Village charges all organizations the same fee regardless of residency.

Practice Field Fee	\$15.00	Game Field Fee	\$30.00
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Organizations typically reserve fields on a residency percentage basis in late January for the upcoming season. Fields are not charged if the Village cancels a game or practice due to weather, regardless of whether staff prepared the fields or not. Field usage has been constantly increasing over the past few years. Of note, there were no field rentals in May 2020 due to COVID.

Year	# Practices	\$	Total	# Games	\$	Total	Total
2019	263	\$15.00	\$3,945.00	212	\$30.00	\$6,360.00	\$10,305.00
2020	226	\$15.00	\$3,390.00	186	\$30.00	\$5,580.00	\$8,970.00
2021	424	\$15.00	\$6,360.00	209	\$30.00	\$6,270.00	\$12,630.00

In 2021, our projected expenses (labor, material expenses, and yearly depreciation) for ball diamond fields are \$50,119.25. This results in a property tax subsidy for the 2021 budget of \$37,489.25. In an effort to close this gap, there are few options that Park Board could take with increasing field rental costs:

Option	Estimated Revenue Increase	Explanation
1-year Field Rental Increase Option #1	2022 - \$6,330	Projected Revenue for 2021 is \$12,630; projected expenses for 2021 are \$30,936. The fee increase for practices from \$15 to \$25 and for games from \$30 to \$40, will result in a projected revenue of \$18,960. Will need future increases for breakeven.

1-year Field Rental Increase Option #2	2022 - \$7,375	Projected Revenue for 2021 is \$12,630; projected expenses for 2021 are \$30,936. The fee increase for practices from \$15 to \$25 and for games from \$30 to \$45, will result in a projected revenue of \$20,005. Will need future increases for breakeven.
3-year Field Rental Increase Option #3	2022 -\$4,210 2023 - \$6,330 2024 - \$7,375	Under this plan, rental rates will be: Practices (2022-\$20; 2023-\$30; 2024-\$40) Games(2022-\$40; 2023-\$50; 2024-\$65) The plan intends for a breakeven in 3 years, assuming \$0 increase in expenses. Step increases will allow organizations to plan and budget.

A peer community assessment is below:

Place	Practice Fee	Games Fee	Notes
Lisbon	n/a	\$25 R/\$50 NR	*Bases are not moved
Hartland	\$15	\$48	*No prep is done for a practice
Elm Grove	n/a	\$30 R/\$45 NR	
Oconomowoc	\$40	\$90	*Practices are \$20/hour; prep is \$50 on top of duration
Germantown	\$10 R/\$15 NR	\$35 R/\$45 NR	*No prep is done for a practice
Pewaukee	n/a	n/a	*Not a comparable model

Staff Recommends: Park Board should select one option for the Village Board to consider during the budget process for 2022 to minimize the property tax subsidy needed to operate this initiative.