



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

**AGENDA  
VILLAGE OF SUSSEX  
PARK AND RECREATION BOARD  
6:30 PM TUESDAY, OCTOBER 19, 2021  
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1<sup>ST</sup> 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 September 21, 2021 meeting.
4. Consideration and possible action on Head Bangers Half Marathon c/o Silver Circle Sports Events, LLC.  
Agent: Sean Osborne
5. Park & Recreation Director's Report
6. Topics for Future Agenda Items  
Next meeting is November 16, 2021
7. 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.



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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 September 21, 2021.**

Meeting was called to order by Chairman Bob Fourness at 6:32 p.m.

**1. Roll call**

Members Present: Chairman Bob Fourness, Nadine Coenen, Mike Waltz, Kelly Tetting and Chris Kostka.

Members Excused: Chuck Vojtas and Ron Wells.

Staff Present: Village Administrator, Jeremy Smith; Administrative Services Director, Sam Liebert.

**2. Comments from Citizens Present**

No one present wished to speak.

**3. Meeting Minutes**

Motion by Tetting, seconded by Waltz to approve of the minutes from August 17, 2021 meeting as presented. Motion carried 5-0

**4. Discussion on process for considering Pickleball facility options**

Mr. Liebert gave a presentation per the presented memo with the board's packet. Village staff plan to hold an open-house event in January for the public to attend and review multiple options. The public would be asked their opinion of each option with a survey. The survey and options would also be available online, as many pickleball players are snowbirds and might not be able to attend in person. Staff would then assemble the responses and bring that data to the March Park & Recreation board meeting for review and action. The Village Board would then take the Park board's recommendation at their April meeting under consideration for approval. Staff would like to remind both boards that, depending upon the chosen solution, there could be a bidding process involved, as capital projects over \$25,000 in Wisconsin require this to happen.

**5. Director's Report**

Mr. Smith gave an update on Prides Crossings Park from the Village Board. Mr. Smith informed the board that village staff could clean and maintain the backstop, and at such time, if needed, could find funds within the budget to replace the backstop at that time. Mr. Smith also stated that the Village Board would like Park board to review the ability to give priority to residents on event and recreation program registrations.

Mr. Smith gave an update on Village Park and possible upcoming expansions, if and when, the adjoining the property is developed. This could allow for the expansion of Village Park, addition of baseball fields and other possible amenities. The Park Board will begin to hear more on these projects as the developer moves along with their potential development plans.

Mr. Smith also updated the board on the Vista Run subdivision. Construction on the subdivision is expected to begin this November. The future park in the Vista Run subdivision will be about 12 acres in size. The Village will need to hire an outside consultant who specializes in these type of unique park designs.

Mr. Liebert informed the board that Touch-A-Truck on September 11 was a very successful event. There were an estimated 3,000 people in attendance. Village staff is planning to continue to grow the event and work in closer coordination with Lannon Stone. The Movie Night/Pints in the Park at the Civic Center on August 26 was well attended and there was a lot of positive feedback on combining the two events. As a reminder, Spooky Sussex is October 22 this year and the committee is looking for volunteers. This is the 10<sup>th</sup> anniversary and there is a lot of excitement building around this year's event.

**6. Topics for Future Agenda Items**

The next scheduled meeting is October 19, 2021.

Waltz asked if the board could get additional information and possibly look at changing the way we prioritize field rentals for baseball and give prioritization to residents differently.

**7. Adjournment**

Motion by Fourness, seconded by Waltz to Adjourn at 7:37 pm. Motion carried 5-0

Respectfully Submitted,

Samuel E. Liebert  
Administrative Services Director



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## MEMORANDUM

To: Parks & Recreation Board  
From: Halie Dobbeck, Parks and Recreation Director  
Re: Special Event Permit: Half Marathon  
Date: October 13, 2021

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Silver Circle Sports Events, LLC is a local company that specializes in race management and timing services. They were the company that timed the "I Run the Village 5K" in Village Park this summer. They have approached the Village of Sussex with the intent to use Village streets and park path to connect a half marathon on the Bugline Recreational Trail while avoiding Main Street. Silver Circle has operated many Bugline trail runs, but hasn't offered a route through Sussex yet. Silver Circle has preliminary permission from the County for use of the Bugline Trail, but not an official permit yet as this usually is issued closer to the event.

They are looking to host the race on June 11, 2022. The race would begin and end in Menomonee Park. The Route Map is attached. The issue for the Park and Recreation Board to consider is the request to use the Mapleway Trail. Mapleway Park and Trail would not be closed to other users during the race.

If the race draws a large amount of interest (several hundred) it would require road closure of Waukesha Avenue and Maple Avenue at the crossings. The request to use and or close the roadways and any necessary support staff or equipment will be reviewed by the Public Works Committee if the Parks and Recreation Board is okay with the use of the Mapleway Trail.

Question for consideration:

1. Does the Park and Recreation Board approve the usage of Mapleway Trail for this race?
  - a. If yes, the proposal will go to Public Works Committee for consideration of road usage.



# Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people and/or open to the public. Reservations must be made 45 days in advance and are subject to an approval process.

## ORGANIZATION INFORMATION

Name of Organization: Silver Circle Sports Events, LLC  
Address: 2911 N. Dousman, Suite 3 City, State, Zip: Oconomowoc, WI 53066  
Website: silvercirclesportsevents.com Tax Exempt Number (attach proof): \_\_\_\_\_

## CONTACT INFORMATION

Event Contact Person: Sean K. Osborne Email: sean@silvercirclesportsevents.com  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: 262.327.4472  
Alternate Contact: Alan Halfen Email: alan@silvercirclesportsevents.com  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: 847.951.8990

## EVENT INFORMATION - Answer all questions completely

Name of Event: Headbangers Half Marathon  
Date(s) of Rental: June 11, 2022  
Rental Hours (including set-up/take-down): 7:30am-9:00am  
Estimated Parking Needs: None Estimated Attendance: 250  
Location of Event:  Village Park  Armory Park  Civic Center

Check the following applicable components of your event:

Fundraiser

Sell concessions/Sales of Any Kind

Food Trucks

Fireworks Display

Overnight Camping

Attracts more than 200 people

Amusement Rides, Inflatables

Tractor Show/Pull

Parade or Run/Walk event

Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

5K, 10K & 1/2 marathon on the Bugline. We would like to use a portion of the road in the Village to avoid crossing Main Street. Course map <https://www.mapmyrun.com/routes/view/4650143263>  
Our charity partner is the Silver Circle Foundation.







EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?	X			
Will there be outdoor amplified sound?	X		See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?	X		\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)	X		\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?	TBD		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Will items or services be sold or given away at the event?	X		A State Sellers/Raffle permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?	X		The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?	X		Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	X		Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?	X		\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?	X		Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?	NA		Show on site plan.	
Are you requesting the use of traffic safety equipment, signs or barricades?	X		On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	
Have you provided a copy of the event liability insurance to the Village of Sussex with the Village of Sussex named as additionally insured?			<b>We will once approved</b>	
<b>TOTAL OF FEES</b>				



# Village Park Site Map





