



N64W23760 Main Street
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**AGENDA
VILLAGE OF SUSSEX
PARKS & RECREATION BOARD
6:30 PM TUESDAY, JUNE 21, 2022
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 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 May 17, 2022, meeting
3. Comments from Citizens Present
4. Discussion and Possible Action on Revised Lawn Mowing Contract for Lisbon Central Cemetery
5. Discussion and Possible Action on 2023 Budgetary Items
6. Discussion and Possible Action on Melinda Weaver Park Design
7. Park & Recreation Director's Report
8. Topics for Future Agenda Items
9. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, MAY 17, 2022
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1st FLOOR
N64W23760 MAIN STREET**

MINUTES

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

1. Roll Call

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

Members Excused: Chris Kostka

Staff Present: Park & Recreation Director, Halie Dobbeck

Others Present: Trustee Stacy Riedel

2. Consideration and action on minutes from the April 19, 2022, meeting.

Motion by Coenen, seconded by Wells to approve of the March 15, 2022 meeting minutes.

Motion carried 6-0.

3. Comments from Citizens Present

Jerrold Schilter – N61W23772 Sumac Lane

Stated that the yard waste site road is very dusty. Requested that staff investigate paving or dust control methods.

Dobbeck stated she would pass the request to Public Works staff.

4. Chair and Vice Chair Election

Waltz nominated Bob Fourness for Park and Recreation Board Chair. No other nominations were presented.

A motion by Waltz, seconded by Tetting to elect Bob Fourness as Park and Recreation Board Chair.

Motion carried 6-0.

Tetting nominated Mike Waltz for Park and Recreation Board Vice Chair. No other nominations were presented.

A motion by Tetting, seconded by Fourness to elect Mike Waltz as Park and Recreation Board Vice Chair.

Motion carried 6-0.

5. Discussion and Cultural Special Event Exploration

Dobbeck introduced Trustee Riedel. Trustee Riedel shared her desire to explore the addition of another special event that focused on other cultures. Trustee Riedel gave examples of Diwali and Cinco de Mayo. She noted that some of these cultures have rented our facilities to host these celebrations and suggested that we reach out to see if there's a way to partner.

Fourness asked if groups have come forward asking for this or are we looking at creating the opportunity. Trustee Riedel said that she is looking to create this opportunity.

Coenen asked if a committee would be formed to for this event exploration. Trustee Riedel said that she would like to form a committee to do research and then bring back to Park Board for consideration.

Fourness stated that when bringing an idea back to the board, it should address the budget impact the event would have.

Dobbeck asked the Park and Recreation Board if anyone would be interested in joining the committee. Coenen volunteered.

There was a consensus of the Park and Recreation Board to pursue exploration and bring back information to the board for consideration at a later date.

6. Park & Recreation Director's Report

Dobbeck shared the following information:

- Armory Park Bathrooms have been repaired and are opened on a limited basis during scheduled field rentals. A camera system will be installed next week at all remote park locations and then the facility will be reopened.
- Armory Park Batting Cages are almost complete. The club is doing final restoration work there.
- Splash Pad opens May 27th weather permitting.
- Rock a Thon is Tuesday May 24 – you can sign up to volunteer to rock.
- Pints in the Park is Thursday June 2 at The Grove and the library is hosting trivia.
- Cruise Night is Thursday June 16 – a new route features a drive by on Main Street past the Civic Center.
- We are still short staff in Parks and Tennis.

7. Topics for Future Agenda Items

- Melinda Weaver Park Design Proposal
- Splash Pad Shade Structure Proposal

8. Adjournment

Motion by Tetting, seconded by Waltz to adjourn at 7:04 p.m.

Motion carried 6-0.

Respectfully Submitted,
Halie Dobbeck
Park & Recreation Director



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MEMORANDUM

To: Park and Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Date: June 9, 2022
Re: Lisbon Central Cemetery – Amended Lawn Services Contract

At the February 7, 2022, Parks and Recreation Board meeting, the Board unanimously voted to approve the contract for cemetery lawn services with Al Moros at \$160.00 per cut. This was a \$5 increase from 2021's contract.

June 2, 2022, Al Moros called and requested an amendment to his contract to increase the amount paid to \$165.00 per cut. This request is specifically related to the recent increase in gas prices.

Staff is confident that the proposed lawn service cost increase will fall within our 2022 budget. Estimated total increased budget impact is \$100.00.

Staff recommends approval of the Amended Lawn Services Contract.



This Lawn Service Contract (this “Contract”) is made effective as of June 28, 2022 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 June 28, 2022 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 \$165.00 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, 2022. 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

Halie Dobbeck, Park & Recreation Director

Date



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MEMORANDUM

To: Park and Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Date: June 13, 2022
Re: Budget 2023 Recommendations

The below items are budgetary recommendations for the Parks and Recreation Board to consider recommending to the Village Board for consideration in the 2023 Budget.

Coldwater Creek Park | Depreciation Funds

-Park was installed in 2005. Equipment passes safety standards and has an estimated 10-15 more years of life. One broken toy component must be replaced. No ADA access to any of the play spaces. \$100,000 depreciation funds would support new playground surfacing and curb, ADA access to equipment play space, a few other amenities and extend play space life for another 10-12 years.

Village Park Master Plan Design Services | Funds allocated with previous financing

Design services costs:

Parks Maintenance Shop: \$66,000

Main Pavilion: \$87,500

East Shelter: \$42,000.

These designs include initial concept and construction documents.

Comprehensive Outdoor Recreation Plan (CORP) | Existing Budget and Cash Capital

-Our last CORP expired in 2018 (and was developed in 2013). A CORP helps to provide direction and goal setting for all parks and open spaces.

Quotes are being developed.

Melinda Weaver Park | ARPA Funds + Depreciation Funds

Melinda Weaver Park is the site that the Parks and Recreation Board recommended for exploration of additional Pickleball courts in the Village of Sussex. The sport courts are beyond their expected life and have depreciation funds set aside for reconstruction which was anticipated for 2023.

\$150,000.00 2022 Approved ARPA Funds for Pickleball Court Construction

\$65,000.00 Depreciation Funds for Tennis Courts and Basketball Court

Forestry Efforts | Cash Capital

The Village of Sussex was significantly impacted by the Emerald Ash Bore. As such, we have roughly 75 trees that require removal and replacement.

Mapleway Park | TBD

-Park was installed 2000 and will be 23 years old. Equipment guard rails are too low for safety standards and there is no ADA access to any of the play spaces.



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MEMORANDUM

To: Park and Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Date: June 9, 2022
Re: Melinda Weaver Park Design

In February 2022 Village Staff held an open house to present all potential court construction options of village-owned land. Interested parties could attend in person or online and submit thoughts and preferences.

At the February 2022 Parks and Recreation Board Meeting, the board decided to preliminarily investigate Armory Park and Melinda Weaver Park as possible court construction locations.

At the March 2022 Parks and Recreation Board Meeting, the board agreed to exclusively pursue a design for Melinda Weaver Park.

In April 2022 letters were sent to residents whose property abuts Melinda Weaver Park. Staff received responses from a few of these residents that generally support the project but do not support lighting (which isn't proposed).

Included in your packet is the proposed design for Melinda Weaver Park. This plan features:

- 13 regular parking stalls and 2 accessible parking stalls
- Concrete walk from existing Maple Avenue sidewalk to the main entrance
- Drinking fountain
- Privacy fence for a May-October port-a-potty
- Space for a 20'x20' pavilion – to be constructed by donation only
- 10ft exterior fencing of all courts
- 10ft fencing between Tennis and Pickleball courts (with South gated access)
- 4ft fencing between North and South Pickleball courts (with west and east spaces for access)

May 2022 Staff met with the Pickleball Advisory Committee with tentative drawings and made changes based on the committee's recommendations or requests. The drawing in your packet reflects the changes that resulted from that conversation.

The estimated cost of this project is \$215,000. The funding for this project comes from Village Board allocated APRA funds totaling \$150,000. Additionally, there is \$65,000 in the depreciation fund for Melinda Weaver court reconstruction slotted for a 2023 replacement.

This project, if approved, has an intended bid date of January 2023.

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CHECKED BY
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DRAWING FILE

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VILLAGE OF SUSSEX
MELINDA WEAVER PARK IMPROVEMENTS
WAUKESHA COUNTY, WISCONSIN
EXHIBIT