



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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**AGENDA
VILLAGE OF SUSSEX
PARKS & RECREATION BOARD
6:30 PM TUESDAY, AUGUST 16, 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 June 21, 2022, meeting
3. Comments from Citizens Present
4. Discussion and Possible Action on Splash Pad Shade Structures
5. Park & Recreation Director's Report
6. Topics for Future Agenda Items
7. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, JUNE 21, 2022
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1st FLOOR
N64W23760 MAIN STREET**

MINUTES

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

1. Roll Call

Members Present: Chairman Bob Fourness, Chuck Vojtas, Chris Kostka, and Trustee Ron Wells.

Members Excused: Nadine Coenen, Mike Waltz, and Kelly Tetting

Staff Present: Park & Recreation Director, Halie Dobbeck; Recreation Coordinator, Charlotte Abt

2. Consideration and action on minutes from the May 17, 2022, meeting.

Motion by Vojtas, seconded by Wells to approve of the May 17, 2022 meeting minutes.

Motion carried 4-0.

3. Comments from Citizens Present

Jerrold Schilter – N61W23772 Sumac Lane

The Pickleball Advisory Committee thanks Halie and her team for their hard work. We hope the plans meet approval and are passed to the Board. They are looking forward to pickleball at Melinda Weaver.

4. Amended Lawn Mowing Contract

A motion by Fourness, seconded by Wells to approve the amended lawn mowing contract as presented.

Motion carried 4-0.

5. 2022 Proposed Large Budget Items

Dobbeck presented the memo and address board questions or comments. Fourness requested that the Park Board look at the Village Park Master Plan and finalize the remainder of the park so that the design services budget request will be accurately designed. Fourness placed a specific emphasis on how to engage the various park user groups.

A motion by Fourness, seconded by Kostka to endorse the proposed budget items for consideration in the 2022 Budget.

Motion carried 4-0.

6. Melinda Weaver Park Design

Dobbeck presented the design for the Melinda Weaver Park reconstruction project.

Fourness suggested that the board suspend the rules to allow for the members of the audience to speak directly about this issue.

A motion by Wells, seconded by Kostka to suspend the rules for public comment.

Motion Carried 4-0.

Jerrold Schilter - N61W23772 Sumac Lane

The Pickleball Advisory Committee proposed flipping the design so the basketball court was more visible from the road, but thinks the design as presented will be okay. Doesn't think we will get anyone/group interested in donating a pavilion and perhaps an umbrella could be made available to put at a picnic table. More people being able to play pickleball will result in more revenue for the Village.

Patty Coburn – N70W23439 Prides Road

Appreciates the process and that we have met several times throughout the planning process. The players are familiar with the Melinda Weaver area and they like having separate areas for each sport. Hopes this will go forward.

A motion by Fourness, seconded by Kostka to resume normal meeting rules.

Motion Carried 4-0.

A motion by Kostka, seconded by Vojtas to recommend approval by the Village Board of the Melinda Weaver Park Designs as presented.

Motion Carried 4-0.

7. Park & Recreation Director's Report

Dobbeck shared the following information:

- Classic Cruise Night had a phenomenal turnout with over 150 cars and a great crowd.
- 4th of July Parade is upcoming – we are working on final plans and logistics for this event.
- Lisbon and Sussex fireworks start at 9:20pm on the 4th of July at Village Park. The Optimist Club is selling concessions at this event.
- We are still looking for tennis instructors. We cancelled the June session but are hoping to run the July and August sessions with enough staff.
- We received \$10,000 from PSU for a bubbler to be installed at Armory Park. They also donated \$1,500 to our recreation program to update aging soccer equipment for our programming.
- Prides Park grand opening is Thursday July 21 at 5pm during the 4-8pm Pints in the Park event. We have Just Smokin' BBQ and Cabana Cortez at this event. Our last Pints in the Park had an amazing turnout and vendors are modifying their existing practices to ensure quicker service.

Continued on next page.

Enrollment Numbers Comparison

Winter/Spring 2022 (online 1 week priority) vs. Summer 2022 (3-day resident priority)

Winter/Spring 2022		
51%	945	Resident
49%	917	Non-Resident
	1862	Total Participants
	133	Programs

Summer 2022		
58%	1616	Resident
42%	1175	Non-Resident
	2791	Total Participants
	191	Programs

Winter/Spring 2022 - Pickleball		
37%	105	Resident
63%	177	Non-Resident
	282	Total Participants

Summer 2022 - Pickleball		
41%	155	Resident
59%	223	Non-Resident
	378	Total Participants

8. Topics for Future Agenda Items

- Village Park Master Plan
- Splash Pad Shade Structure Proposal

9. Adjournment

Motion by Tetting, seconded by Waltz to adjourn at 7:29 p.m.

Motion carried 4-0.

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: August 9, 2022
Re: Splash Pad Shade Structures

Background and Funding:

A drunk driver crashed into a play component in the Village Park playground in May of 2020. The damaged equipment was no longer usable, and we were allocated \$38,980 by insurance for the loss. We only get the funds if we use them for an authorized project prior to May 31, 2023. The Shade structures have been deemed by the insurance company to be an acceptable project. The Village received a \$5,000 Parks Grant in 2021 from the League of Wisconsin Municipalities Mutual Insurance and the Village could utilize \$6,590 from Park Impact fees to fully fund the \$50,570 project.

Proposal:

Staff has evaluated the needs of Village Park and has determined that shade structures at The Grove Splash Pad would enhance play and the park goer's experience and it is a highly requested item for the park that fits within the budgetary scope of the insurance payout.

A quote has been obtained for 3, 14'x22' shade structures that would be placed along the south side of the splash pad. These structures will mount into the grass to provide shade on the concrete and grass. Please see the attached pictures for more information. Staff feel that these structures will adequately address the many requests and needs of the community for shade at the splash pad.

The total cost of the shade structures is \$50,570 and will be covered by insurance payout, grant, and impact fees. The Village will add \$3,371 to the annual depreciation fund to allow for the shade structures eventual replacement.



10000 W. 10th Ave. Suite 100
Denver, CO 80202
Tel: 303.440.9400
www.landscapestructures.com



SPLASH PAD

NOTE: THE SPLASH PAD POOL IS 8' WIDE FROM CENTER

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Estimated manufacturing time:
0 days from the time of
order acceptance, to receipt of
goods on site. Lead time may
vary from 8-12 weeks.

TOTAL ELEVATED PLATFORMS	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSIT	0	REQUIRED	0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	2	REQUIRED	0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	2	REQUIRED	0



Sussex Village Park
(Shade)
Sussex, WI

Bertrand-Laurie
Products
Madison, WI

303.440.9400
www.landscapestructures.com



40 ft





Gerber Leisure Products, INC.

PO Box 42
Mount Horeb, WI 53572
Phone: 800-236-7758

QUOTE

Table with quote details: DATE: 6/28/2022, QUOTE Name: The Grove Shade (Phase 1- 3 Shades), Valid Until: 7/28/2022

Prepared by: Meghan Barrett / meghan@gerberleisure.com

Customer information table: Village of Sussex Parks and Recreation- Village Park, Attn: Halie Dobbeck, hdobbeck@villagesussex.org

Main item table with columns: DESCRIPTION, QTY, PRICE, AMOUNT. Includes items like SkyWays Two-Post Hip Shade, GRASS PANEL W/SEAHORSE SPINNER AND BELL, and Professional installation of above listed equipment.

TERMS AND CONDITIONS

- 1. A 50% deposit is required to place the order
2. Customer will be billed for equipment upon receipt of signed quote
3. Additional services will be billed upon completion of the project
4. Payment will be due within 30 days of invoice date
5. Please mail or email signed price quote to the address above
Customer Acceptance (sign below):

Summary table: Subtotal \$50,570.00, Taxable \$0.00, Tax rate 0.000%, Tax due \$0.00, Other \$0.00, TOTAL Due \$50,570.00

x _____
Print Name:

If you have any questions about this price quote, please contact: Meghan Barrett at 608-514-6323 / meghan@gerberleisure.com

Thank You For Your Business!