



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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Email: info@villagesussex.org
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**AGENDA
VILLAGE OF SUSSEX
PARKS & RECREATION BOARD
6:30 PM TUESDAY, JANUARY 17, 2023
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 November 15, 2022, meeting
3. Comments from Citizens Present
4. Discussion and Possible Action on 11' Mower Proposals
5. Update on 2022 Rental/Revenue Statistics and 2023 Budget
6. Park & Recreation Director's Report
 - a. Update on Comprehensive Outdoor Recreation Plan 2024-2028
7. Topics for Future Agenda Items
 - a. February 21 Meeting is an Election. Will meet in 2nd Floor Committee Room.
8. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, NOVEMBER 15, 2022
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1st FLOOR
N64W23760 MAIN STREET**

MINUTES

Meeting was called to order by Chairperson Bob Fourness at 6:30 p.m.

1. Roll Call

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

Members Excused: Chris Kostka

Staff Present: Park & Recreation Director, Halie Dobbeck

2. Consideration and action on minutes from the August 16, 2022, meeting.

Motion by Tetting, seconded by Waltz to approve of the August 16, 2022 meeting minutes.

Motion carried 6-0.

3. Comments from Citizens Present

No one present wished to be heard.

4. Eagle Scout Project: Armory Park Dugout Shelters

Eagle Scout Sam Mertens presented to the board his Eagle Scout project to add dugout roofing to two ballfields in Armory Park, known as A1 and A2.

Motion by Waltz, seconded by Tetting to approve the project as presented.

Motion carried 6-0.

5. Eagle Scout Project: Trail Signage

Eagle Scout Fred (Mason) Schomann presented to the board his Eagle Scout project to design and install a trailhead sign and directional signage on the Prides Crossing Trail at Prides Crossing Park.

Motion by Fourness, seconded by Coenen to approve the project as presented.

Motion carried 6-0.

6. Girl Scout Silver Award Project: Little Free Libraries

Members of Girl Scout Troop 6370 presented to the board their Silver Award Project of designing, building, and installing two Little Free Libraries in the community. They selected Stonewood Estates Park in Sussex and Stone Family Park in Lisbon.

Dobbeck clarified with the board that Lisbon was informed and interested in their park being selected.

Motion by Wells, seconded by Waltz to approve the project as presented.

Motion carried 6-0.

7. Park & Recreation Director's Report

Dobbeck shared the following information:

-Fall Special Events went very well. Excellent turnout at Touch a Truck (estimated attendance of 5,000) and Spooky Sussex (estimated attendance of 3,000).

Tetting inquired about how to allow more residents to attend Spooky Sussex. Dobbeck shared that they are planning to promote resident only registration more heavily to see if that helps with awareness.

-Preparing for Tree Lighting on December 2, 2022.

-Planning is underway for a new event, Love Your Village weekend which is February 4-5, 2023. We are promoting whatever businesses want to be involved by offering discounts, free items, or activities to complete at their business that weekend from 10am-2pm.

Waltz inquired about the cancelled October 2022 meeting. Dobbeck shared that we would look to reschedule in May 2023 for the Master Plan meeting in Village Park.

8. Topics for Future Agenda Items

December 2022 Meeting is cancelled.

Next meeting is January 18, 2023.

9. Adjournment

Motion by Vojtas, seconded by Wells to adjourn at 7:11 p.m.

Motion carried 6-0.

Respectfully Submitted,
Halie Dobbeck
Park & Recreation Director



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MEMORANDUM

To: Park Board
From: Thom Berres, Parks Foreman
Date: 1/12/23
Re: 11' MOWER

The 2011 Groundsmaster 4000D 11' mower was intended to be replaced in 2022. Due to supply chain issues, we were unable to order. We were recently notified that dealers are taking orders for 2023. This machine is used daily for cutting grass throughout the Village and the current machine is beyond its life expectancy and is very costly to maintain. We have \$100,147.75 in our depreciation fund for an 11' mower which we estimate to have a 7 year life span. Expected delivery is late summer / early fall 2023. We do believe that our current mower will be able to get through this summer due to the extensive maintenance that was completed on it this past fall.

There were 2 quotes obtained for the 11' mower as these two are the only comparable machines.

DEALER	MODEL	COST
Reinders	Toro Groundsmaster 4000 D	\$88,968.44
Horst Distribution	HR600	\$91,089.00

Recommendation

Staff recommends the purchase of the Toro Groundsmaster. This is the low bid, and it is the mower we have been operating since 2011. The mower is also the preference of the staff who will primarily operate the mower. We are happy with this mower's reliability and performance. We have owned a Jacobsen mower in the past, but staff does not feel that it is a reliable machine based on prior experience.

ORDER

Acct #: 251459

Village of Sussex
N624 W23760 Main Street
Sussex WI 53089

Attn: Thom Berres

Prepared By:

Ryan Maier

Territory Manager

13400 Watertown Plank Rd.

Elm Grove, WI 53122-2227

Cell (262) 443-0363

Fax (847) 678-5511

rmaier@reinders.com

Quote ID JJRM105234000	Prices are subject to change without notice
Quote Date 1/5/23	Contract Quote

Sourcewell #031121-TTC

Qty	Code	Description	Suggested List	Contract Price
1	30609	Groundsmaster 4000-D (T4)	\$110,558.00	\$86,235.24
1	30669	Universal Sunshade, White	\$940.00	\$733.20

**Limited Availability For 23.
Late Summer/Early Fall**



Equipment Subtotal: \$86,968.44

Set-up/Delivery: \$1,560.96

Equipment Total: \$88,529.40

Order Acceptance Agreement

As a result of extreme volatility in the commodity pricing and logistics costs. Toro cannot guarantee pricing on this order. Upon Completion of a signed sales agreement, the final price will not exceed 10% over the quoted contract price or the current contract price at the time of delivery, whichever is lower.

Prices and terms on this proposal are not subject to verbal changes or other agreements unless approved in writing by the seller. All proposals and agreements are contingent on availability of product from the manufacturer. Typographical errors are subject to correction. Purchaser is responsible for applicable taxes. Financed product will require lease company approval prior to delivery. Net 30 terms will require a signed UCC form prior to, or upon delivery in order for transaction to be complete. **1% service fee will be added to all credit card transactions.**

By signing below, I acknowledge that I have reviewed the quote in its entirety and I commit to the purchase as detailed on the quote above. I reserve the right to opt out of intended purchase at any time prior to scheduled delivery. Unless otherwise indicated I agree to accept delivery on the earliest date that this product can be shipped to our location. **All trades associated with this order are required to be ready for pickup and in the same condition we originally evaluated them in.**

Quote I.D. JJRM105234000

Reinders Account # : 251459

PO # _____

Contract # :	<u>109961</u>	<u>5198219</u>
	<u>Sourcewell</u>	<u>Omnia</u>

Delivery Contact : _____

Phone #: _____

Email : _____

Earliest date of delivery and invoicing? : _____

Delivery Address: _____

Payment Structure Request : * Finance _____ Net 30 terms with qualified credit _____ C.O.D. _____

* Finance Documentation Contact Name : _____ Email : _____

Authorized By : _____

Print Name : _____

Date : _____

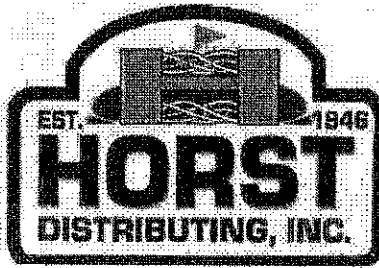
Ryan Maier
Territory Manager
Reinders, Inc.



Grounds &
Sports Turf

Sourcewell 





QUOTE

444 N. Madison St. • PO Box 110 • Chilton, Wisconsin 53014
 (920) 849-2341 • Fax: (920) 849-9576 • www.horstdistributing.com
Turf Equipment Specialists Serving Wisconsin & Upper Michigan

TO: Mr. Thom Berres
 Village of Sussex
 Sussex, WI

Date: 1/6/23

Attention: Thom

Your Inquiry: Verbal

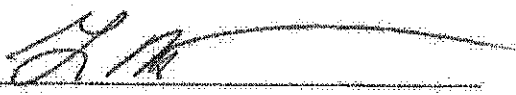
QTY	DESCRIPTION	UNIT PRICE	TOTAL
ONE(1)	2023 Jacobsen HR600 large area rotary mower, 65HP Kubota diesel engine, deluxe suspension seat, 4-wheel drive, ROPS system, 11 foot cutting width.		
	<i>Regular Price</i>	\$119,000.00	
	<i>Special Price to Village</i>		<u>\$84,989.00</u>
ONE(1)	Freight and setup		<u>\$6,100.00</u>

FOB	DELIVERY	PAYMENT TERMS	SALESMEN
Sussex--Assembled & Ready for operation	Our Truck	Net 30	Dennis Dary

We are pleased to submit this quotation on our interpretation of your requirements. All quoted prices are subject to change after 30 days from date of this quotation. Sales and use tax, where applicable, payable by the buyer.

We appreciate the privilege of quoting on your requirements and hope for your favorable consideration.

Sincerely Horst Distributing, Inc.

By: 

THANK YOU FOR YOUR BUSINESS!

GRANT MORTIMER, PRESIDENT



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MEMORANDUM

To: Parks & Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: 2022 End of Year Fund Update
Date: January 13, 2023

2022 Facility Rental Revenues: \$ 101,385

*See Packet for Details

2022 Sussex Area Service Club 10 Year Contract Year-End Balance: \$62,953

2022 Lions Club 10 Year Contract Year-End Balance: \$114,926

*2023 Blood Drives (\$2,640) and Board Meetings (\$1,000) are included in this balance.

2022 Tree Preservation Year-End Balance: \$22,855 | \$172,696 liability account*

Rollover	\$4,655
*Woodland Trails	\$35,800.00 (2021)
*Prestwick	\$41,346 (2021)
Woodland Trails	\$22,000
Redford Hills	\$43,200*
Ancient Oaks	\$5,000 – Donation for Tree Planting
*Sussex Preserve	\$65,050
*Ancient Oaks	\$10,500
*Johanssen Farms	\$20,000

*Most of these funds will be returned upon completion of tree planting at the developments.

\$47,000 of Tree Preservation Funds were used in 2022 to fund contract removal of 21 Trees, 20 Stumps, and planting of 42 New Trees in Ancient Oaks Subdivision, Village Park and Weyer Park.

2023 Village Board Authorized Expenses and Revenues pertaining to the Parks and Recreation Department:

Expenses

- Replacement – Fleet Work Truck (move from 2022 budget to 2023)
- Replacement – 11' Mower (move from 2022 budget to 2023)
- Replacement – Picnic Tables (\$12,000 – Cash Capital)
- Replacement – Melinda Weaver Park Reconstruction
- Ongoing – Swimming Pool Feasibility Study \$12, 500 (Year 2 of 3)
- Ongoing – Forestry Efforts (Tree Preservation Fund)
- New – Shade at The Grove Splash Pad
- New – Parks and Open Spaces Plan
- New – Coldwater Creek Park Reconstruction \$100,000 (Depreciation Funds)
- New – Benefits for Full-time Park Employee (Step 1 of 2)

Revenues

- Increase in Ball Field Rentals to \$30/practice field; \$50/game field

2022 Revenues By Facility

Facility	Bookings	Fee	2022 Revenue	2021 Revenue	2022 Notes
Ball Field #1	192	\$20P/\$40G	\$3,540	\$2,825	
Ball Field #2	178	\$20P/\$40G	\$3,040	\$2,645	
Ball Field #3	147	\$20P/\$40G	\$2,640	\$2,480	
Ball Field #4	166	\$20P/\$40G	\$2,860	\$1,815	
Ball Field #1 South	154	\$20P/\$40G	\$2,780	\$2,290	
Ball Field #2 Central	141	\$20P/\$40G	\$2,480	\$2,125	
Ball Field #3 North	157	\$20P/\$40G	\$2,425	\$2,345	
Hardball Diamond	93	\$20P/\$40G	\$2,940	\$2,695	
Lighted Diamond	196	\$20P/\$40G	\$3,030	\$2,255	Total 2023 Field Revenue: \$25,735 Total 2022: \$21,475
Armory Park Concession Stand with Shelter	10	\$75R/\$94NR	\$450	\$499	
Armory Park Open Air Shelter	9	\$40R/\$50NR	\$115		
Soccer Field #1-#6	120	\$30/3hrs	\$3,170	\$4,440	
Civic Center 1st Floor Meeting Room	78	\$20	\$140	\$20	*Toe Nail Trimmers uses 2xMonth and pays by alternate method
Civic Center 1st Floor Study Room	104	\$0	\$0	\$0	
Civic Center 2nd Floor Committee Room	25	\$0	\$0	\$0	
Civic Center 2nd Floor Meeting Room	185	\$0	\$0	\$0	
Civic Center Board Room	416	\$40R/\$50NR /hr	\$9,175	\$4,010	
Civic Center Community Room	796	\$40R/\$50NR /hr	\$13,640	\$3,805	*Does not include New Hope Church rental revenue
Civic Center Craft Room	163	\$20R/\$25NR /hr	\$930	\$140	*Does not include New Hope Church rental revenue
Civic Center Multipurpose Room	1134	\$80R/\$100NR /hr	\$3,770	\$900	
Civic Center Studio	918	\$20R/\$25NR /hr	\$120	\$250	
Madeline Park Train Depot	74	\$75R/\$94NR	\$3,074	\$2,137	
The Grove (Entire Building)	718	\$100R/\$126NR /hr	\$815		*Inflated number due to Day Camp and Village-run Programs
The Grove Maple Room & Kitchen	335	\$45R/\$57/NR /hr	\$10,340	\$6,446	
The Grove Oak Room	489	\$55R/\$69NR /hr	\$11,162	\$5,157	
The Grove Splash Pad	17	\$50	\$800	\$400	Day Care Rentals
Circlemasters Green Space	9	\$25R/\$35NR	\$375	\$325	Circlemasters and part of larger Events
Disc Golf Course	74	\$25R/\$32NR /3hrs	\$1,554	\$1,497	
Early Days Open Air Shelter	18	\$55R/\$69NR	\$484	\$270	Antique Power Association Tractor Show
Lions Open Air Shelter	72	\$155R/\$184NR	\$4,964	\$4,207	
North Open Air Shelter	20	\$80R/\$100NR	\$1,115	\$1,030	
Village Park Concession Stand Shelter	9	\$45R/\$57NR	\$712	\$180	
Village Park Lion's Building	44	\$100R/\$125NR	\$425	\$440	
*New Hope Church Rental Revenue			\$8,320	\$5,555	

\$101,385

\$63,183