



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, APRIL 18, 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 March 21, 2023, meeting
3. Comments from Citizens Present
4. Review and Possible Action on Special Event Application for Eagle Scout Bike Rodeo in Village Park
5. Update on Comprehensive Outdoor Recreation Plan
6. Park & Recreation Director's Report
7. Topics for Future Agenda Items
 - a. June 20 – Neighborhood Meeting @ Coldwater Creek Park
8. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, MARCH 21, 2023
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, Mike Waltz, Nadine Coenen, Trustee Ron Wells, Chris Kostka, Chuck Vojtas, and Kelly Tetting

Members Excused: None

Staff Present: Park & Recreation Director, Halie Dobbeck

2. Consideration and action on minutes from the February 21, 2023, meeting.

Motion by Wells, seconded by Tetting to approve of the February 21, 2023 meeting minutes.

Motion carried 7-0.

3. Comments from Citizens Present

No one present wished to be heard.

4. Golden Fields of Sussex Subdivision Tree Mitigation Plan

Dobbeck presented Community Development Director Gabe Gilbertson's memo regarding the tree mitigation plan for the subdivision of Golden Fields. Dale Bunderson, landscape architect with Pinnacle Engineering Group, on behalf of Karek Homes, was present to explain the plan and answer questions.

Motion by Tetting, seconded by Kostka to approve the tree mitigation plan as presented.

Motion carried 7-0.

5. Amorphic Brewing Special Event Application

Dobbeck presented Clerk Jennifer Moore's memo regarding the special event application for Amorphic Brewing. Alan Willhite was present to represent Amorphic Brewing and answer questions about the special event request. Willhite stated that the event was scheduled around Pints in the Park dates and for 2-8pm.

Motion by Waltz, seconded by Coenen to recommend to Village Board they approve a one-year Special Event permit to Amorphic Brewing for their requested Special Event.

Motion carried 7-0.

6. 2023 Cemetery Lawn Services

Dobbeck presented Clerk Jennifer Moore's memo regarding the 2023 Cemetery Lawn Services contract with Al Moros.

Motion by Waltz, seconded by Coenen to approve the contract as presented.

Motion carried 7-0.

7. Park & Recreation Director's Report

Dobbeck shared the following information:

-Egg Drop is Saturday April 1. We are full with 450 kids enrolled over 6 time slots. Added glitter tattoos this year in addition to the petting zoo, bunny pictures, and cookie decorating kits.

-Adults Over 50 Beer Tasting is Wednesday April 26. Still have some spots available for those interested in attending! Partnering with Brewfinity Brewing.

-Arbor Day 5k is Saturday April 29. We are in need of course attendants to volunteer for this event. Please consider helping us ensure that the race runs smoothly.

-Our Parks team have removed over 59 dead trees, predominantly ash trees, and trimmed 320 trees throughout our parks system this winter. Absolutely phenomenal work by them!

-Ball Field Rentals: 2022 total rentals were 780, for 2023 we were able to honor 922 requests out of 1,373 potential field requests. This increase in field demand is causing us to look at how we will manage our weekend operations due to the sheer volume of field rentals and the time it takes to prep each field.

-Working on hiring summer seasonal staff for parks and day camp. Please share our social media hiring posts and talk with neighbors and friends about joining the team! Need to have a valid drivers license for Parks and be 18 years old for day camp.

-Splash Pad Shade structures are being installed this week. Once the footers are in, we will install a 10' concrete patio beneath the shade in-house.

-Village Board approved Park Board's recommendation for the Melinda Weaver Bid with the vinyl fencing. We are targeting a mid-June start for the Melinda Weaver Park renovation, but no dates have been solidified.

-Eagle Scout working on Armory Park Shade Structures for the Dug Outs has not fully funded his project yet so his installation dates have been delayed.

-Eagle Scout working on the trail signage for Prides Crossing Park has had delays with receiving materials as well.

8. Topics for Future Agenda Items

None were presented.

9. Adjournment

Motion by Vojtas, seconded by Fourness to adjourn at 7:06 p.m.

Motion carried 7-0.

Respectfully Submitted,
Halie Dobbeck
Park & Recreation Director



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

EVENT INFORMATION - Answer all questions completely

Organization Point of Contact: GIANNI ANDERSON

Name of Event: Bike rodeo

Date(s) of Rental: 07108123

Rental Hours (including set-up/take-down): 8am to 12pm

Estimated Parking Needs: 15 spots Estimated Attendance: 15

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:

I would be doing a bike rodeo which is a couple of groups work on safe bike riding on roads and by your self. I would make sure they have room to ride around which requires alot of open space. At the end we hand out a safty bag with Goods.

RENTAL FEES:

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

RENTABLE SPACES:

Park Open Air Shelters

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- _____ \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- _____ \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- _____ \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- _____ \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

Enclosed Park Facilities

- _____ \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- _____ \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- _____ \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

The Grove: Oak Room

(Capacity 150) (2 hour minimum)

Seated at Tables 104

- _____ \$55/ hour (R)
- _____ \$69/ hour (NR)

The Grove: Maple Room & Kitchen

(Capacity 75) (2 hour minimum)

(Seated at Tables 48)

- _____ \$45/ hour (R)
- _____ \$57/ hour (NR)

Green Space (Approval Needed)

- _____ \$25R/ \$32NR (Village Park Designated Green Space)
- _____ \$25R/ \$32NR Circlemasters Green Space

Disc Golf

- _____ \$100R/ \$125NR Closure for special event
- _____ \$25R/ \$32NR League (3 hour period per day)

Baseball/Softball Diamonds (3 hour period/field)

- _____ \$30 Village Park #1 South
- _____ \$30 Village Park #2 Central
- _____ \$30 Village Park #3 North
- _____ \$30 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$30 Hardball Diamond
- _____ \$30 Armory Park #1
- _____ \$30 Armory Park #2
- _____ \$30 Armory Park #3
- _____ \$30 Armory Park #4 (T-ball/Little League)
- _____ \$20 Field Prep Per Diamond
- _____ \$200 Tournament Fee per field

Tennis Courts (3 hour period/court)

- _____ \$10R/ \$13NR Melinda Weaver #1
- _____ \$10R/ \$13NR Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10R/ \$13NR Village Park #1
- _____ \$10R/ \$13NR Village Park #2

Soccer Fields (3 hour period per rental)

- _____ \$30 Armory #1-6 _____ \$5 Armory #7

X
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Lower Parking Lot

Sussex Civic Center (2 Hour Minimum)

Board Room - Dimensions 49'x 37'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Board Room w/ Patio - Dimensions 99' x 46'

Patio Capacity 190/ Seated 48

- _____ \$75/ hour (R)
- _____ \$94/ hour (NR)

Community Room—Dimensions 64' x 29'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Craft Room (Capacity 20)

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

Multipurpose Room - Dimensions 50' x 90'

Capacity 225/ Seated 192

- _____ \$80/ hour (R)
- _____ \$100/ hour (NR)
- _____ \$55 kitchen flat fee

Studio (Capacity 40)

No food/beverages allowed

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
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	
OR				
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. The Village Clerk's office MUST be contacted (262-246-5200) to obtain rules & regulations regarding sales, service and permit applications no later than thirty (30) days prior to the rental.	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline at least 14 days in advance to have the area marked. Any fees will be the responsibility of the renter.	
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		Provide 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.	
Would you like to post an event banner up to 30 days prior to your event to promote? (Village Park and Armory Park renters only)	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		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?		X	Please provide details.	
Are you requesting the use of traffic safety equipment, signs or barricades?		X	Please provide details of number and event location of requested traffic safety equipment. Additional fee may apply.	
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.	

TOTAL OF FEES



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PERMIT #2134

Authorized On: 04/05/2023 03:02 PM

Title: Bike Rodeo

Location

Village Park
 W244 N6125 Weaver Dr
 Sussex, WI 53089

Permit Holder

Gianni Anderson
 1269 scenic rd
 Hubrtus, WI 53033

Authorized Agent

Ann Nethery
 262-246-5200
 info@villagesussex.org
 www.villagesussex.org

RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Village Park	Designated Green Space	Sat, Jul 8th 2023			\$0.00
TOTAL:					\$0.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Village Park	Designated Green Space	Jul 8, 2023	\$0.00	\$0.00	\$0.00
TOTAL:			\$0.00	\$0.00	\$0.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Village Park	Designated Green Space	07/08/2023	Sat

#1 - Will you be bringing alcohol to your rental? NOTE: Facility applicant must be over the age of 21.

Response: No

Village Park Designated Green Space 07/08/2023 Sat

#2 - For Special Events Only: Would you like to display your event's promotional banner at the front of the park for 2 weeks prior to the start of your event? There is a \$30 additional fee.

Response: No

Thank you for choosing to rent a facility with the Village of Sussex Parks & Recreation.