

**VILLAGE OF SUSSEX  
PARK AND RECREATION BOARD  
6:30 PM TUESDAY, FEBRUARY 20, 2024  
SUSSEX CIVIC CENTER  
N64W23760 MAIN STREET, SUSSEX, WI 53089**

**MINUTES**

Meeting was called to order at 6:30pm.

**1. Roll Call**

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

Members Excused: Kelly Tetting

Staff Present: Parks and Recreation Director, Halie Dobbeck; Village Administrator, Jeremy Smith; Parks Foreman, Thom Berres

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

Motion by Coenen, seconded by Vojtas to approve the minutes as presented.

Motion Carried 6-0.

**3. Comments from Citizens**

No one was present that wished to be heard.

**4. Vista Run Park Grading and Path Bids**

Motion by Fourness, seconded by Wells to award the Vista Run grading and path construction project to Musson Bros, Inc. per their bid of \$174,762.40 plus a 10% contingency for a total project allocation of \$192,238.64.

Motion Carried 6-0

**5. Vista Run Playground Concept/Design**

Motion by Waltz, seconded by Vojtas to direct staff to contract with GRG Playscapes, LLC for the Vista Run subdivision playground.

Motion Carried 6-0

**6. Parks Equipment Purchases**

Motion by Waltz, seconded by Wells, to recommend to the Village Board approval of the purchase the following three pieces of equipment: the John Deere Gator xuv590m from Proven Power for \$17,087.79 and the sale of the current Gator to the Wastewater Treatment Plant for \$5,000.00; the purchase of a 2024 Ford F150xl from Ewald Ford for \$35,853.00; and the purchase of a UA60 Aera-Vator with seed box from Burris Equipment for \$15,271.00.

Motion Carried 6-0

**7. Concession Stand Agreement 2024**

Motion by Waltz, seconded by Coenen to approve the 2024 Concession Stand Agreement with SBA Operations LLC.

Motion Carried 6-0

**8. Fireworks Contract**

Motion by Waltz, seconded by Coenen to approve the 2024 Fireworks contract with Wolverine Fireworks Display, Inc.

Motion Carried 6-0

**9. Village Park Digital Sign**

Motion by Coenen, seconded by Waltz to approve removing the Village Park electronic sign when it fails.

Motion Carried 6-0

**10. Grogan Park Development**

Dobbeck shared the concept drawing of the park and invited Park Board to attend the upcoming Neighborhood Open House on Wednesday March 6 from 4:30-6:30pm at the Sussex Civic Center. Bid for \$120,000 and \$150,000 playground options will be presented at the March meeting.

**11. Director's Report**

- a. Park and Open Space Plan 2024-2028
  - i. We are planning to wrap up the Park and Open Space Plan by reviewing Chapter 5 at the March Park Board Meeting, a public meeting in April (date TBD), and then have Park Board recommend approval of the plan at the May meeting, with the plan being adopted by the Village Board in May.
- b. Village Park Master Plan Timeline
  - i. We have established 3 user-group meetings to meet regarding the design of the Village Park Master Plan. Park Board was invited and encouraged to attend.

-Staff attending the Wisconsin Park and Rec Conference in LaCrosse in late January – took away a lot of great information

-Vista Run – seed for the prairie was donated to us by U.S. Fish and Wildlife which is a cost savings of roughly \$7,000 to the Village.

-Pop up February Pints in the Park at the Civic Center was well received with an estimated 100 people in attendance.

-Work is underway for the 100-year celebration for Sussex. Youth Sports shirts will be a special 100-year design this year.

-The Village of Sussex **100 Year Celebration** is a weekend long event, August 9-11, at the Sussex Civic Center.

**Friday night** will feature Pints in the Park with trivia run by the Pauline Haass Public Library and after, Outdoor Movie Night.

**Saturday** will feature The Black Sheep opening for the Milwaukee Tool Shed Band. Food and beer will be available for purchase.

**Sunday** is our Main Street Block Party from 11am-3pm featuring artisan vendors, food trucks, and the band, Mt. Olive.

**12. Topics for Future Agenda Items**

- a. **Recreation Program Policies and Procedures Updates**
- b. **Grogan Park Playground RFP Designs**
- c. **Update on 2023 Rental/Revenue Statistics**

**13. Adjournment**

Motion by Waltz, seconded by Fourness to adjourn at 7:22 p.m.

Motion Carried 6-0.

Respectfully Submitted,  
Halie Dobbeck  
Parks and Recreation Director