

**VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, MARCH 19, 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, Kelly Tetting, Chris Kostka, and Nadine Coenen

Members Excused: Mike Waltz

Staff Present: Parks and Recreation Director, Halie Dobbeck; Recreation Coordinator, Charlotte Abt; Recreation Coordinator; Erik Leitzke

2. Consideration and action on minutes from the February 20, 2024, 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. Grogan Park Playground RFP Submissions

Park Board evaluated 12 designs that were submitted from 6 different companies that met the guidelines that were included in the RFP.

Motion by Fourness, seconded by Vojtas to award the Grogan Park Contract to Lee Recreation per their bid of \$120,000 with requested modifications for a 2-5 play area, additional swing, and teeter totter, as well as color palette adjustment, not to exceed \$150,000.

Motion Carried 6-0.

5. Cemetery Mowing Contract

Motion by Kostka, seconded by Tetting to approve the 2024 Lisbon Central Cemetery lawn mowing contract with Al Moros.

Motion Carried 6-0.

6. Policies and Procedures

Recreation Coordinators, Charlotte Abt and Erik Leitzke presented their proposed changes to the existing Recreation Policies and Procedures.

Motion by Coenen, seconded by Fourness, to approve the additions to the Policies and Procedures as presented.

Motion Carried 6-0.

7. Parks and Open Spaces: Chapter 5

Robbie Robinson of SEWRPC was at the meeting to present on Chapter 5 of the Parks and Open Space Plan. Discussion was had about the plan and what it includes. Board agreed to host the Public Information Open House on Tuesday April 16 from 5:00 pm- 6:30 pm.

8. 2023 Rental/Revenue Statistics

Dobbeck presented the 2023 financials for Parks and Recreation Expenses and Revenues.

9. Director's Report

Update on VP User Group Meeting – Main Pavilion:

20 people gathered representing Village staff, Park Board, Village Board, Sussex Area Service Club and Lions Club on March 12th to discuss design concepts for the new Main Pavilion in Village Park. The

meeting went very well. All parties are on the same page with overall concept needs/wants and from that meeting the Village President will be appointing members to an Advisory Committee that will work to drill down on the design of the main pavilion.

Pickleball Winter/Spring numbers: 2023 Winter Spring unique pickleball players: 125; 2024 Winter Spring unique pickleball players: 185. We altered the way that we offer pickleball program between 2023 and 2024 and were able to accommodate 60 additional unique players because of that restructure that was proposed by the Pickleball Advisory Committee.

Volunteers of the Year 2023 – Harriet Belke (Individual) and Pickleball Advisory Committee (Group)

Day Camp Enrollment Update: As of today 3/19, we are 88% enrolled with total openings of 1,315 available. NEW this year, we are offering a leader-in-training camp program for teens 12-15 that we have on average 8 kids signed up for each week.

Summer Activity Guides were printed and mailed. Registration for residents opens Monday April 8 and nonresidents on Thursday April 11.

100 Year Celebration – The weekend celebration is pulling together. Working on our marketing campaign now.

The Parks team worked diligently to remove 104 dead Ash trees from the southwest corner of the park. If you walk in that wooded area now, it looks very different. They also trimmed the evergreens that were in great need for a trimming to pull off the dead bottom branch weight.

Grogan Park playground is getting removed the week of April 22.

Vista Run Park construction is slated to begin this week (March 18th) but won't be able to begin work until it dries out a bit more. We are working on our tree species and planting plan to present to the DNR for the grant that we received.

10. Topics for Future Agenda Items

11. Adjournment

Motion by Vojtas, seconded by Coenen to adjourn at 8:07 p.m.

Motion Carried 6-0.

Respectfully Submitted,
Halie Dobbeck
Parks and Recreation Director