



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**AGENDA  
PARK AND RECREATION BOARD  
7:00 PM TUESDAY, MARCH 17, 2020  
SUSSEX CIVIC CENTER - COMMITTEE ROOM 2<sup>nd</sup> FLOOR  
N64W23760 MAIN ST**

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 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 the Public Comments section of the agenda, during any Public Hearing(s) 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 February 18, 2020 meeting.
3. Comments from Citizens Present.
4. Discussion and possible action on special event approval: [Lions Club Frisbee Golf Tournament](#).
5. If item #4 is passed, discussion and possible action on amending the Lions 10 Year Contract to include Frisbee Golf Tournament.
6. Discussion and possible action on Brewery – [Temporary Second Location Policy](#).
7. Discussion and possible action on [The Grove Splash Pad Group Policy](#).
8. Discussion on [The Grove Splash Pad Rules](#).
9. Park & Recreation Director's Report.
10. Topics for Future Agenda Items.
11. Adjournment

Robert Fourness  
Chairperson

---

Jeremy Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Park & Recreation Board meeting held on February 18, 2020.**

Chair Fourness called the meeting to order at 7:02 p.m.

**1. Roll Call**

Members present: Chair Bob Fourness, Trustee Tim Dietrich, Mike Waltz, Kelly Tetting, Anne Golding, Nadine Coenen and Chris Kostka.

Members excused: None

Staff present: Parks & Recreation Director, Halie Dobbeck, Village Administrator Jeremy Smith and Park Foreman Thom Berres.

**2. Meeting Minutes**

A motion by Golding, seconded by Kostka to approve the January 21, 2020 meeting minutes as presented. Motion carried 7-0.

**3. Comments from Citizens Present**

No one was present who wished to be heard.

**4. Sussex Area Service Club 10 Year Contract Agreement**

Waltz recused himself from the conversation.

Rick Vodicka was present to represent the Sussex Area Service Club (SASC).

A motion by Dietrich, seconded by Golding to recommend approval of the 10 Year Contract to the Village Board. Motion carried 6-0. (Waltz abstained)

**5. Village Park Concession Stand Contract**

Fourness requested that in II.D. Charges be changed to Chargers.

Dietrich requested that an owner/agent name be added to the contract.

Motion by Waltz, second by Fourness to recommend approval of the contract to the Village Board with the changes as indicated. Motion carried 7-0.

**6. 4<sup>th</sup> of July Fireworks Contract**

A motion by Tetting, second by Waltz to recommend approval of the contract to the Village Board as presented. Motion carried 7-0.

**7. Tree Preservation Funds**

Smith provided history and context to the tree preservation and the responsibilities of the tree board. Moving forward we will plan to update annually with tree preservation funds.

**8. Rental Statistics for 2019**

Dobbeck presented the 2019 rental usage for the parks and Civic Center.

**9. Update on The Grove Splash Pad**

Dobbeck and Berres shared about the splash pad recirculation system that is being installed into Village Park. Berres elaborated on opening procedures in addition to state code guidelines and our own cleanliness standards.

**10. Park & Recreation Director Report**

The Dog Park in Menomonee Park is in final design with planned construction in spring. Prides Crossing and Madeline Park were chosen as the Pints in the Park locations for 2020. The BOLD bike ride was

explained. Day Camp information was posted and registration opens March 2. Madeline Park's Biba system collects usage data and Madeline Park was ranked 67/4,500 parks for consistent usage.

**12. Topics for Future Agenda Items:** None

**13. Adjournment**

A motion by Dietrich, seconded by Fourness to adjourn the meeting at 8:05 pm. Motion carried 7-0.

Respectfully Submitted,

Halie Dobbeck  
Parks & Recreation Director

DRAFT

**Permit Contract**

**Sussex Parks & Recreation Department**  
 N64W23760 Main Street  
 Sussex, WI 53089  
 Phone: (262) 246-5200  
 FAX: (262) 246-5222  
 Email: info@villagesussex.org

**Permit #9002050, Pending approval**  
 Feb 25, 2020 10:56 AM  
 Expires Mar 10, 2020



**Company:** Sussex Lions Club  
 PO Box 22  
 Sussex, WI 53089

Prepared By: Ann Nethery

**Agent:** Rob Hefner  
 Email: hefner.rob@gmail.com

Home: (262) 366-2384

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

RESERVATIONS						
Event	Resource	Center	Notes			
Frisbee Golf Type: Special Event Attend/Qty: 0	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--			
	<b>Days Requested</b>	<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>		
<b>Day</b>	<b>Date</b>			<b>Date</b>	<b>Time</b>	
Saturday	Sep 12, 2020	6:00 AM	12 hours	Sep 12, 2020	6:00 PM	
<b>Summary</b>					<b>Notes</b>	
Total Number of Dates: 1					--	
Total Time: 12 hours						

RESERVATIONS						
Event	Resource	Center	Notes			
Frisbee Golf Type: Special Event Attend/Qty: 0	Village Park Lion's Building	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--			
	<b>Days Requested</b>	<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>		
<b>Day</b>	<b>Date</b>			<b>Date</b>	<b>Time</b>	
Saturday	Sep 12, 2020	6:00 AM	12 hours	Sep 12, 2020	6:00 PM	
<b>Summary</b>					<b>Notes</b>	
Total Number of Dates: 1					--	
Total Time: 12 hours						

RESERVATIONS			
Event	Resource	Center	Notes

Frisbee Golf  
Type: Special Event  
Attend/Qty: 0

Village Park Lion's Open Air Shelter

Sussex Village Park --  
W244N6067 Weaver Dr.  
Sussex, WI 53089  
--

Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Saturday	Sep 12, 2020	6:00 AM	12 hours	Sep 12, 2020	6:00 PM

**Summary**

Total Number of Dates: 1  
Total Time: 12 hours

**Notes**

--



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

## MEMORANDUM

To: Park & Recreation Board  
From: Linda Steinmetz, Deputy Clerk  
Re: Renters use of Brewery Temporary Second Location  
Date: March 13, 2020

---

Due to recent trends influencing rentals of Village facilities, staff is looking for direction on a policy regulating renters use of a brewery at an event held on village property.

In the past, renters holding events had the ability to apply for a temporary beer/ wine license enabling them to sell alcohol at their event. This process is limited by the state to bona fide clubs, churches, lodges, societies, posts of veteran's organizations, chambers of commerce or similar civic or trade organizations. The process requires Village Board approval for the license and the applicant to have licensed operators at the event.

The new trend is renters hiring a brewery to serve at their events. This option is not limited to the above listed organizations. Breweries are within the state's realm of permitting and permission to serve at a temporary second location is granted by the state. A brewery does not need to have licensed operators as they are covered under the brewery's state permit.

At the last Finance & Personnel Committee meeting, the committee and staff discussed what a new policy would look like in providing staff with parameters for renter's use of a brewery to serve alcohol at an event held on village property.

### **Recommendation**

Finance & Personnel Committee and staff recommend allowing all renters of village facilities the option to use a brewery to serve alcohol at their event held with the following parameters:

1. Notification of the use of a Brewery must be given to the Village at the time rental application and payment are received.
2. Per state law, a brewery must contact the Department of Revenue to receive and complete the required form to serve at a temporary second location. The state will then request permission from the Village since the temporary second location is on Village property. A letter from the Village granting permission for the second location including address, date, time and map of service area will be sent to the state. Brewery will only be permitted to operate during the rental hours as outlined on the rental agreement.

3. Renters must rent a Village building or pavilion to qualify for use of a brewery to serve alcohol during their rental. Rental of green space only, does not qualify for brewery second location sales.
4. Building Rental - Brewery trailer shall set up in the closest, non ADA parking stall by main entrance of building and serving window shall face the building. If setting up an interior bar, brewery shall place bar within rented room.
5. Pavilion Rental - Brewery trailer shall set up within 25 feet of pavilion and serving window shall face pavilion. Brewery trailer shall not be in located within the traffic pattern. If setting up an interior bar, brewery shall place bar within rented pavilion.
6. Waukesha Sheriff's Department will be notified of all rentals taking place on Village property when alcohol is being served.

### **Policy Questions**

1. Should the Village allow a brewery to be a permitted option for renters wishing to serve alcohol?
2. Should this option be available to all renters or only those groups currently permitted to have a temporary alcohol license?
3. Does the Board agree with the parameters outlined above?

This direction will be used by staff to prepare a policy for approval by Village Board on March 24, 2020.



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

---

## MEMORANDUM

To: Park Board  
From: Halie Dobbeck, Parks and Recreation Director  
Re: Splash Pad Group Reservation Policy  
Date: March 13, 2020

---

### **Background:**

In conversation with local and national splash pads, many, if not all, experience many difficulties when multiple groups arrive and overwhelm the splash pad.

- Residents often complain when the splash pad isn't accessible and is overcrowded.
- It increases the amount of refuse at the site.
- Bus parking takes up valuable spots for cars.
- Too many groups at one time requires a staff member to attempt to regulate the situation.

To deal with these issues, many recreation programs have a group policy that requires pre-registration (some with payment and some without), as well as limiting the days/times so that residents can make a decision on when to visit the pad. Other organizations require groups to rent a pavilion vs. paying an entry fee.

### **Staff Recommends** regulating group attendance with the following parameters:

- Allow two (2) group slots per day (Monday, Wednesday, and Friday only);  
10:30am-12:30pm and 1:00pm-3:00pm
- Each group cannot exceed 100 participants (Capacity is 208)
- Groups must pay a \$25 fee per bus (fees will be used towards building and equipment upkeep)
- All Group registrations must be completed online and at least 48 business hours prior to their arrival (as space allows)
- Separate set of group rules will be provided (where to put belongings, where to park busses, supervision rules, etc.)
- Groups that are at the pad without a permit will be given a warning, if they return again without a permit, they will be asked to leave immediately

### **Policy Questions:**

1. Should we regulate groups in regards to The Grove Splash Pad?
2. Does the Board agree with the outline parameters above?



## The Grove Splash Pad Rules

Adults, please supervise the children with you at all times.

Children under the age of 10 need to be accompanied by an adult.

If you have a communicable disease or an open cut, please do not enter the splash area.

Food, drink, gum, tobacco, glass or street shoes are not allowed in the splash area.

Proper swim attire is required.

If your child is not toilet-trained, they must wear a swim diaper. Diapers can only be changed in the restrooms.

Remember to share with others and take turns using the equipment.

Animals are not allowed to enter the splash area.

Please do not climb on splash features or bring toys/other outside materials into the splash area.

Recreational wheel-based methods of transportation are prohibited.

Splash area water is treated and not appropriate for drinking. Water fountains are located in the building and on the east wall.

Be mindful of the weather. The splash area will close due to inclement weather. During severe weather, seek shelter in restrooms or vehicles.

The splash area may close at any time due to repair, maintenance, or misuse.

The temperature must be at least 63 degrees Fahrenheit or warmer in order for the splash area to open.

Report damage, vandalism or other issues to the Parks & Recreation Department, 414-587-1965.

In case of emergency, call 911.

Having fun and laughing are strongly encouraged.

The Splash Pad is open Memorial Day through Labor Day, 10:00 a.m. to 8:00 p.m. or dusk, whichever is earlier; dates and hours may be shortened or extended without notice based upon weather.

Maximum Capacity is 208.