



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

AGENDA
VIRTUAL PARK AND RECREATION BOARD
7:00 PM TUESDAY, May 19, 2020

THIS MEETING CAN BE ACCESSED IN ONE OF THE FOLLOWING WAYS:

- 1. BY CALLING 1-312-626-6799 AND ENTERING MEETING ID: 873 1838 7983**
- 2. THE MEETING MATERIALS WILL BE AVAILABLE AT WWW.VILLAGESUSSEX.ORG**
- 3. CLICKING THE FOLLOWING LINK: <https://us02web.zoom.us/j/87318387983>**

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 virtually 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 April 21, 2020 meeting.
3. Discussion and possible action on [Park Facility Rental Rates](#) for Non-Residents.
4. Discussion and possible action on Parks and Recreation actions/procedures post the Supreme Court Ruling on 5/13/2020 striking down the [Safer at Home Executive Order](#).
5. Park & Recreation Director's Report.
6. Topics for Future Agenda Items.
7. 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 April 21, 2020.

Chair Fourness called the meeting to order at 7:00 pm.

1. Roll Call

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

Members excused: None

Staff present: Parks & Recreation Director, Halie Dobbeck

2. Meeting Minutes

A motion by Golding, seconded by Tetting to approve the minutes from the February 18, 2020 meeting as presented. Motion Carried 6-0

3. Brewery – Temporary Second Location Policy

A motion by Fourness, seconded by Kostka to approve the brewery policy as presented for all renters for a 1 year term to be reviewed in April 2021. Motion Carried 6-0

4. The Grove Splash Pad Group Policy

A motion by Waltz, seconded by Golding to approve the splash pad group policy as reflected below:

- Allow one (1) group slots per day (Tuesday and Thursday only);
1:00pm-3:00pm
- Each group cannot exceed 50 participants (Capacity is 346)
 - o Groups are considered 20+ people (children and chaperones)
- Groups must pay a \$50 group fee (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 bus, 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.

Fourness requested monthly updates as to usage of the group slot throughout the season.

Motion Carried 6-0

5. Discussion on The Grove Splash Pad Rules

Tetting recommended adding in a rule about groups and group requirements.

6. Park & Recreation Director's Report

-We are actively monitoring the pandemic and how this impacts Parks and Recreation.

-Staff is working from home and working to prepare for how large events may have to look in the future

-Our current recreation software, Active Net, changed their policy and will no longer allow us to complete credit card refunds without income into this system, as a result, for the classes and events cancelled we have provided credits to people's Active Net accounts or issued checks when requested.

-We have decided to forward with implementing a new recreation software called Civic Rec. We feel that this software better aligns with our goal and vision for the recreation department and hope to implement by early fall.

-We will most likely be postponing The Grove Grand Opening due to the large crowds we anticipated to draw to this event. We plan to make an official decision in the coming weeks.

-The Grove construction should be fully complete by the end of May. As the construction commences, we will make decisions on how to open the amenities as it seems appropriate for the community.

7. Topics for Future Agenda Items

None

8. Adjournment

A motion by Waltz, seconded by Fourness to adjourn the meeting at 8:06 p.m.

Motion Carried 6-0



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

MEMORANDUM

To: Park Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Park Rental Fees: Adding a Nonresident Rate
Date: May 5, 2020

As we move to a new recreation/facility rental software, it makes sense to streamline all facility rentals. This includes adding in a nonresident rate for all rentals as they currently do not exist for most park rentals.

Currently the Civic Center and The Grove feature resident and non-resident rates. We plan to leave facility rental prices as is for residents and add a non-resident rate that is 25% higher than the resident rate, which is standard for our department.

We would propose that nonprofits with tax exempt certifications be able to utilize the resident rate.

Below are the new proposed daily rental rates.

Village Park Lion's Open Air Shelter
\$155 Residents
\$184 Non-Residents

Village Park Early Days Open Air Shelter
\$55 Residents
\$69 Non-Residents

Village Park North Open Air Shelter
\$80 Residents
\$100 Non-Residents

Village Park Concession Stand Shelter
\$45 Residents
\$57 Non-Residents

Village Park Lion's Enclosed Building
\$100 Residents
\$125 Non-Residents

Village Park Lion's Enclosed Building Indoor Restrooms
\$20 Residents + Non-Residents

Armory Park Open Air Shelter
\$40 Residents
\$50 Non-Residents

Armory Park Concession Stand W/ Shelter
\$75 Residents
\$94 Non-Residents

Madeline Park Train Depot
\$75 Residents
\$94 Non-Residents

Green Space (as designated in Village Park/Armory Park)
\$25 Residents
\$32 Non-Residents

Tennis and Volleyball Courts
\$10/court Residents
\$13/court Non-Residents

Disc Golf Closure
\$100 Residents
\$125 Non-Residents

Dis Golf League (3 hour period per day)
\$25 Residents
\$32 Non-Residents

Staff Recommends: Staff recommends the approval of adding non-resident pricing to all park rentals.



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

MEMORANDUM

To: Park Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Sussex's response to the Safer at Home Executive Order being struck down by the Wisconsin Supreme Court
Date: May 15, 2020

On May 13, 2020 the Wisconsin Supreme Court struck down the Governor's Safer at Home Executive Order. This ruling left no policies in place related to the COVID-19 pandemic.

Wis. Stat. §§ 61.34(1) and 62.11(5) gives counties and municipalities the ability to pass their own policies related to COVID-19.

Waukesha County has issued guidelines centering on mass gatherings. Currently their recommendation is that social settings of 50 or more should be avoided. This allowable number may fluctuate based upon the status of area hospitals or other gating criteria.

Staff is looking for direction from Park Board regarding the following list (which may not be inclusive of all issues to discuss at the meeting) of amenities that need policy decisions made.

A more detailed memo will be provided at the meeting to discuss these policy items.

- Playgrounds
- Park Bathrooms
- Facility Rentals
 - Do the Waukesha County mass gatherings guidelines apply to a rental space or an entire building/park
- Village of Sussex Recreation Programs
- Splash Pad
- Special Events