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**AGENDA**  
**VIRTUAL PARK AND RECREATION BOARD**  
**7:00 PM TUESDAY, JUNE 16, 2020**  
**SUSSEX CIVIC CENTER – COMMUNITY ROOM, FIRST FLOOR**

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

- 1. BY CALLING 1-312-626-6799 AND ENTERING MEETING ID: 845 8752 7518**  
**THE MEETING MATERIALS WILL BE AVAILABLE AT [WWW.VILLAGESUSSEX.ORG](http://WWW.VILLAGESUSSEX.ORG)**
- 2. CLICKING THE FOLLOWING LINK: <https://us02web.zoom.us/j/84587527518>**

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 May 19, 2020 meeting.
3. [Discussion](#) and possible action on updating the [Recreation Account Credit Policy](#).
4. Update on Menomonee Park Dog Park
5. Update on Large Group Gatherings and Recreation Programming
6. Park & Recreation Director's Report.
7. Topics for Future Agenda Items.
8. Adjournment

Robert Fourness  
Chairperson

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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 May 19, 2020.**

Chair Fourness called the meeting to order at 7:01 PM

**1. Roll Call**

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

Members excused: None

Staff present: Parks & Recreation Director, Halie Dobbeck; Administrative Services Director, Sam Liebert, and Assistant Village Administrator Kelsey McElroy-Anderson (left at 7:55 PM)

**2. Meeting Minutes**

A motion by Waltz, seconded by Tetting to approve the minutes from the April 21, 2020 meeting as presented. Motion Carried 7-0

**3. Non-Resident Fees for Park Rentals**

A motion by Golding, seconded by Coenen to approve the addition of non-resident fees to park facilities as presented. Motion Carried 7-0

**4. Parks and Recreation Procedures**

Trustee Ron Wells left the meeting at 7:58 PM.

A motion by Fourness, seconded by Golding to cancel the 4<sup>th</sup> of July Celebration and Fireworks. Motion Carried 6-0

A motion by Fourness, seconded by Kostka to follow staff recommendations to:

- Follow Waukesha County Mass Gathering Guidelines.
- Allow renters for all facilities and amenities as they meet the mass gathering guidelines.
- Charge renters a \$25 cleaning fee so that Village Staff can ensure proper sanitation between user groups.
- Renters will need to sign an agreement to abide by Waukesha County Mass Gathering Guidelines as well as recommendations by CDC and WEDC to maintain social distancing and practice excellent hygiene. If renters violate this policy, it could lead to future rental privileges being revoked.
- A Rental Space (ie. Ball diamond #1) is the defined area of compliance with the Waukesha County Mass Gathering Guidelines.
- Begin offering youth and adult programs as is feasible and interest is significant enough for enrollment starting July 5.
- No Senior programming will be offered this summer to align with Waukesha County Senior Dining program (as is existing procedure).
- Allow Toe Nail Trimmers and the Sussex Farmers Market to operate with a sufficient return to action plan that complies with Waukesha County guidelines.
- Staff should exercise best judgement in the cancelation or re-imagination of summer Village special

events.

-The opening of the splash pad will be discussed in greater detail once we are state licensed.

Motion Carried 6-0

A motion by Fourness, seconded by Tetting to open the public bathrooms after Memorial Day and hire additional staff to cover an additional cleaning and sanitizing of the bathrooms in the evening.

Motion Carried 6-0

#### **5. Park & Recreation Director's Report**

Ms. Dobbeck reported that they are working with the PSB to coordinate a classic car cruise in replacement of the typical Cruise Night special event. Details will be available soon.

The Grove construction completion date is set for June 1, 2020.

We were recently made aware of a pending sexual assault court case against one of our recreation program contractors, SJ Karate, David Crosby. Until the case resolves, we are suspending our contract with Mr. Crosby.

#### **6. Topics for Future Agenda Items**

Summary of Waukesha County Mass Guidelines.

Dog Park Update.

#### **7. Adjournment**

A motion by Fourness, seconded by Kostka to adjourn the meeting at 8:53pm.

Motion Carried 6-0

Respectfully Submitted,

Halie Dobbeck  
Parks & Recreation Director



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## MEMORANDUM

To: Park Board  
From: Halie Dobbeck, Parks and Recreation Director  
Re: Recreation Credit Memo  
Date: June 12, 2020

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Our existing Village of Sussex Recreation Program Refund/Registration policies were last updated in February of 2016. With the transition to new recreation software, these policies require updating.

The recommended policy with edits is located in your packet.

Line 5, Line 6: In general, we need to remove references to the existing software, Active Net

Line 7: Staff recommends the removal of the existing policy allowing credits to never expire. We have had Active Net since 2011 and currently have \$24,967.82 worth of credits on existing accounts. We are requiring residents to create a new account in our new software, so we do not have the ability to transfer these credits.

As a result staff proposes that credits on accounts will expire after 3 years and if they expire prior to use, that money will be added to the Recreation Scholarship Fund. This policy will take effect in August 2020 when we launch our new software.

Regarding the existing \$24,967.82, account holders can receive a check refund of their existing credit by requesting in writing the return of credit. We will make an effort to contact all users with existing credit in our system. Staff recommends that we do not cut checks for amounts less than \$5 as it costs us roughly \$3.93 in staff time and materials to cut a check. If the user requests, we can add the credit (of less than \$5) to their new recreation account once they create their account. All existing credits left on December 1, 2020 in Active Net, will be added to the Recreation Scholarship Fund.

Line 15: Our new payment processing software assesses convenience fees to both in person and online transactions for credit/debit cards.

Line 26, Line 27: This is a policy we have been operating with to allow for people signed up for our large events (Spooky Sussex) and dinner parties to withdraw for a full credit as a \$5 administrative fee is almost the full cost of the event.

Line 32, Line 33: Removing the specific reference to trips, and making it inclusive of all programming.

Line 35: Complete spelling of department.

Line 39: Grammatical.

Line 53: Staff recommends the removal of the transfer fee as residents can now transfer classes themselves within our new system. Also, the staff impact for the transfer will be minimized with the new software.

**Staff Recommends:** Park Board approves the recreation policy changes as presented.



## Village of Sussex Recreation Program Refund/Registration Policies

### **Refund/Registration Cancellations**

Customers seeking refunds have two options. One is to receive a refund back in the original form of payment. The second option is to place the refunded amount on your ~~recreation Activenet registration~~ account to be used for future recreation programming fees. Money placed on your ~~recreation Activenet registration~~ account ~~does not expire~~ will expire 3 years after the date it was issued. Program registration cancellations requested prior to the registration deadline will receive a refund minus a \$10 administrative fee. If the refund is placed on the ~~recreation Activenet registration~~ account as a credit, only a \$5 administrative fee will be assessed.

Program registration refund requests can be made up to one week past the program start date. Should the request be approved, a refund will be made minus a \$10 administrative fee. If a refund request is made for which the Recreation Department has incurred expenses on your behalf, a refund may not be granted. Expenses may be but are not limited to: uniforms, equipment, supplies, etc.

~~Online Co~~venience fees are non-refundable.

Program registration refund requests that are submitted after the first week will only be considered with a physician's note stating the patient is unable to participate in the activity that is required. The refund will be pro-rated based on the date of the physician's note.

Once a program begins, registration remains open at the advertised registration fee as space allows and with instructor permission.

Refunds will not be made for individual absences (i.e. illnesses, vacations, etc.) and cannot be made up nor may you participate in a class other than the one you are registered for.

If the program or event is a Village of Sussex run program, has a cost of less than \$10 or less/person and has a wait list, customers are eligible to receive a credit to their recreation account with a \$0 administrative fee.

~~Trip cancellations must be made prior to the registration deadline date. Any trip cancellation received prior to that deadline date may receive a refund, minus a \$10 administrative fee. Cancellations requests received after that deadline will only receive a refund if a replacement is found. The \$10 administrative fee will still apply. For certain programs and events, cancellations requests received after the enrollment deadline will only receive a refund if a replacement is found~~

The Parks & Recreation Department ~~will~~ try to reschedule a make-up class if a program has been cancelled due to adverse weather conditions. There will be no refund if a class cannot be rescheduled or if a participant cannot make the rescheduled class.

~~If minimum enrollment numbers are not met, A minimum number of participants are required to hold a program. Where enrollment is low,~~ the Recreation Department reserves the right to cancel a program. Program cancellations due to low registration will be made at least two (2) days before the start of the program. Participants will be notified by the Recreation Department and will receive a 100% refund of the program fee.

### **Registration Modifications/Transfers**

~~Modifications to the original registration must be made in writing and are subject to a \$5 administrative fee per transaction. These may include but are not limited to transfer to another session or program, removal of Before or After care for Day Camp, etc. All assessed fees must accompany the written request.~~

~~An example of a modification or transfer would be if a child is registered for the first week of Day Camp and wants to transfer to Week 6 of Day Camp. This would also apply to any adjustments made to Before or After Care for Day Camp.~~

If there is availability and you would like to switch classes, you may do so. If the new class is more expensive,

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54| you must pay the remaining amount at the time of the transfer. If the new class is less expensive, you will  
55| receive a credit on your recreation account.  
56|

57| Drafted: 9 February 2016  
58| Adopted: 23 February 2016  
59| Updated: 6 June 2020