



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

**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
7:00 PM TUESDAY, JULY 21, 2020
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1st FLOOR
N64W23760 MAIN STREET**

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 June 16, 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 special event approval: SAS Club Fish Fry and Car Show.
7. If item #6 is passed, discussion and possible action on amending the SAS Club 10 Year Contract to include Fish Fry and Car Show.
8. Discussion and possible action on request for space usage from the Sussex Fresh Market.
9. Update on Large Group Gatherings and Recreation Programming.
10. Park & Recreation Director's Report.
11. Topics for Future Agenda Items.
12. Adjournment

Robert Fourness
Chairperson

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.



Jeremy Smith
Village Administrator

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**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Park & Recreation Board meeting held on June 16, 2020.

Chair Fourness called the meeting to order at 7:07 PM

1. Roll Call

Members present: Chair Bob Fourness, Mike Waltz, Kelly Tetting, Chuck Vojtas, Nadine Coenen, Trustee Ron Wells and Chris Kostka.

Members excused: None

Staff present: Parks & Recreation Director, Halie Dobbeck; Assistant Village Administrator, Kelsey McElroy-Anderson

2. Meeting Minutes

A motion by Tetting, seconded by Kostka to approve the minutes from the May 19, 2020 meeting as presented.

Motion Carried 7-0

3. Recreation Account Credit Policy

A motion by Kostka, seconded by Fourness to approve the updated recreation registration and refund policies as presented.

Motion Carried 7-0

4. Dog Park Update

Dobbeck shared the rendering with the board for the dog park project partnership with Waukesha County. The County's update is that the DEA project is progressing on schedule. They are currently working through the bid process for the perimeter fencing, and anticipate construction happening this fall. They don't have a final funding commitment yet from Menomonee Falls, but they hope to have this resolved soon. If the funding does not materialize, the County has a plan for a scaled back version of the project that will phase in the parking over time, but still allow for opening this year.

5. Large Group Gatherings and Recreation Program Update

Dobbeck reported that large group gatherings are currently at 100 as determined by Waukesha County. We are not sure when they might plan to make the next jump in allowing group sizes. Recreation program registration opened on Monday June 8. We've have quite a bit of interest in our programs, and have some youth classes that already have waitlists. All participants in our program will be required to sign a COVID release to participate in our classes acknowledge that there are risks of contracting an illness by participating in a group setting. Community members have begun renting facilities again and understand the need to pay the \$25 cleaning/sanitizing fee. We have hired an evening cleaner to clean the park public restrooms. Her first day was yesterday 6/15. She will clean between 5-7pm on weekdays and then 12-2pm and 5-7pm on weekends. We will be offering an open house ice cream biking event on the 4th of July from 10am-12pm to allow for families to still partake in a form of the bike tradition. The 5k committee voted to cancel the I Run the Village 5k for 2020. We are talking with Brewfinity about possibilities for still hosting a beer garden this summer. Day Camp started today. All families signed a

wavier regarding COVID-19 and all of our additional policies and procedures have been made available to those families.

5. Park & Recreation Director's Report

Dobbeck reported that the Classic Cruise is this Thursday. We are hoping for beautiful weather and a great turn out. We did mail postcards to all families along the route to inform them that the cruise is going past their house. We hope that this encourages families to get out and watch from their driveway. We are working on our final punch list at the Grove and have some additional concrete work to do at the splash pad. We are working on our fall activity guide; our plan is to offer as normal of a fall as possible and then cancel classes if necessary as they get closer. The Spooky Sussex committee will meet next week to discuss the 2020 event.

Two residents were present and wished to be heard.

Greg Robb
W232N6296 Oak Drive

Mr. Robb expressed concern that the new courts in Village Park at The Grove do not have a fence. He's concerned about policing needed in this area. He also expressed concern about the sidewalk access ramp near the courts could be blocked by a parked car. He also requested that the Park Board look into resurfacing existing tennis courts at Village Park as they aren't usable as is.

Mark Rollins
N62W24100 Sunset Drive

Mr. Rollins shared that he is a tennis/Pickleball player and asked that Park Board consider fencing around Pickleball courts. He also expressed concern about user groups having time limits and leaving trash around.

6. Topics for Future Agenda Items

- VP Tennis Courts resurfacing costs
- Add public comment back to agenda as meetings are now in person

7. Adjournment

A motion by Waltz, seconded by Kostka to adjourn the meeting at 8:01 p.m.

Motion Carried 7-0

Respectfully Submitted,

Halie Dobbeck
Parks & Recreation Director



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MEMORANDUM

To: Park Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Park Board Meeting
Date: July 15 2020

4. The Lions are looking to add a new event, a disc golf tournament that will take place on Saturday September 12 at Village Park. This event will be open to the public and will have alcohol present. A representative of the club will be at the meeting to discuss COVID-19 precautions and answer any questions you may have.

5. If you approve the Disc Golf tournament as a new special event, the Lion's Club is requesting that this event be included into their existing 10 year contract. The cost of this event is \$350 and would be waived if you chose to add this event to the contract. All beer/beverage fees are still a required fee to be paid.

6. The SAS Club usually participated in the Sussex Antique Power Association Big Engine Tractor Show with a fish fry on Friday and car show on Saturday/Sunday. Due to COVID-19 and an abundance of caution, the Big Engine Show has been cancelled by its organizers. As a result the SAS Club would like to hold its show independently of the Big Engine Show. The SAS Club is requesting approval of this special event. It includes renting portions of Village Park for Friday and Saturday (August 28/29) to host a fish fry on Friday and a car show on Saturday. The fish fry anticipates operation from 5-8 pm and typically sees 60 people per hour. They do offer an option for people to take to go. The Car Show anticipates 50-70 cars with an anticipated attendance of at least 100 people. They will also serve food at the car show. A SAS Club member will be present to talk about this event with the board.

7. If you approve the Fish Fry/Car Show as a new special event, the SAS Club is requesting that this event be included into their existing 10 year contract. The cost of this event is \$840 and would be waived if you chose to add this event to the contract. All beer/beverage fees are still a required fee to be paid.

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	--			
	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					Notes	
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	--			
	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					Notes	
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

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PERMIT #2017

Authorized On: 07/14/2020 10:39 AM

Title: SAS Fish Fry & Car Show

NOTE: This reservation is pending board approval on 7/28/20.

Location

Village Park
 W244 N6125 Weaver Dr
 Sussex, WI 53089

Permit Holder

Sussex Area Service Club
 PO Box 105
 Sussex, WI 53089

RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Village Park	Designated Green Space	Fri, Aug 28th 2020			\$25.00
Village Park	Disc Golf Course	Fri, Aug 28th 2020			\$100.00
Village Park	Circlemasters Green Space	Fri, Aug 28th 2020			\$25.00
Village Park	Lions Open Air Shelter	Fri, Aug 28th 2020			\$155.00
Village Park	Village Park Lion's Building	Fri, Aug 28th 2020			\$100.00
Village Park	Ball Field #3 North	Fri, Aug 28th 2020	07:00 AM-05:00 PM	10.00	\$15.00
Village Park	Designated Green Space	Sat, Aug 29th 2020			\$25.00
Village Park	Disc Golf Course	Sat, Aug 29th 2020			\$100.00
Village Park	Circlemasters Green Space	Sat, Aug 29th 2020			\$25.00
Village Park	Lions Open Air Shelter	Sat, Aug 29th 2020			\$155.00
Village Park	Village Park Lion's Building	Sat, Aug 29th 2020			\$100.00
Village Park	Ball Field #3 North	Sat, Aug 29th 2020	07:00 AM-05:00 PM	10.00	\$15.00

Location	Facility	Date	Time	Hours	Estimate
				TOTAL:	\$840.00

Thank you for choosing to rent a facility with the Village of Sussex Parks & Recreation.

If you have any questions, we are available in the office Monday-Friday 8am-5pm or we can be reached at info@villagesussex.org.



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MEMORANDUM

To: Park Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Sussex Fresh Market Request
Date: July 15 2020

The Operation Plan for the Sussex Fresh Market is included in your packet.

The proposed outdoor market will take place bi-weekly on the 1st Sunday and 3rd Sunday of each month from 8am to 1pm, June through September, with the indoor market being January through April.

As the Sussex Fresh Market would be a completely separate entity from the Village of Sussex and our Parks and Recreation Department, the Sussex Fresh Market is requesting the following for the Park Board to consider:

1. Use of Space
 - a. Sussex Fresh Market is requesting the use of the following during the **Summer Market:**
 - i. Ground Level Patio (Civic Center Plaza)
 - ii. Outdoor Sound System
 - iii. Bathrooms at Civic Center
 - iv. *(This all was provided to the previous Sussex Farmers Market at \$0 cost.)*
 - b. Sussex Fresh Market is requesting the use of the following during the **Winter Market:**
 - i. Ground Level Patio (Civic Center Plaza)
 - ii. Multipurpose Room (Gym) at Civic Center
 - iii. Indoor Sound System
 - iv. Bathrooms at Civic Center
 - v. *(This all was provided to the previous Sussex Farmers Market at \$125/market date – last season, this totaled \$1,250 for 10 markets)*
 - c. Sussex Fresh Market is requesting the use of the following during the **General Year:**
 - i. Minimal on-site storage inside of the Civic Center for tables, signage and supplies

Sussex Fresh Market

Operation Plan

Johnathan Martin, Zach Hand,
& Team at FitTech Hosting

Organization Background

FitTech Hosting is a multi-media marketing firm based in Downtown Waukesha, WI that currently has a solidly built team of 12 individuals with backgrounds in either Marketing, Advertising or Business Administration. FitTech Hosting has always been known for their altruistic values and desire to give back to the surrounding communities and we desire to continue developing those values.

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See: <https://fox6now.com/2020/04/04/waukesha-marketing-firm-offering-free-wifi-for-those-impacted-by-covid-19-pandemic/>

Waukesha marketing firm offering free WiFi for those impacted by COVID-19 pandemic

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See: <https://www.jsonline.com/story/communities/northwest/news/sussex/2020/07/02/sussex-farmers-market-indoor-markets-have-permanently-closed/3283645001/>

With the Sussex Farmers Market abruptly closing, a recent Hamilton graduate is proposing a plan to save it

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FitTech Hosting's vast experience with event planning/coordination, along with marketing will make the "Sussex Fresh Market" an overwhelming success.

Director Background

Johnathan Martin is the agency director of FitTech Hosting, graduate of Marketing & Comp. Sci. and has been working in the advertising industry for a bit over five years. In addition to his ventures at FitTech Hosting, Johnathan volunteers for the Department of Military Affairs as a youth services coordinator, and moonlights as an Event Supervisor with the Village of Sussex.

Requested Village Involvement

FitTech Hosting is looking to sponsor the creation of a farmer market in Sussex, due to the recent, unforeseen, termination of the previous one. FitTech Hosting has the bandwidth, the budget, and the staff to make the *Sussex Fresh Market* an overwhelming success.

We turn to the village to ask them for use of the ground-level patio in-front of the Civic Center on a bi-weekly basis during the market, along with indoor Gym space throughout the winter market, including use of both the outdoor & in-door sound system along with restrooms. *Sussex Fresh Market* also requests minimal on-site storage inside of the Civic Center for items such as tables, signage and supplies. We also request use of the 2nd level Board Room, once per month for the *Fresh Market* board meetings – date of month to be decided based on availability.

We understand liability concerns with this, and we are prepared to provide property deposits, Certificates of Insurance, and liability release forms, along with having a detailed, written safety plan. We also understand that the use of the spaces would pose a negligible, but none-the-less existent financial burden on the village, and *Sussex Fresh Market* proposes donating \$35 per session for both the in-door & out-door markets.

While not required or pertinent to the success of our market, we'd appreciate the village to publish information on the market in the normal community publications, throughout their website and throughout their social media.

Not for Profit

FitTech Hosting will sponsor and create a separate not for profit entity "*Sussex Fresh Market*". All funds collected by of *Sussex Fresh Market* will remain owned by the *Sussex Fresh Market*, separately accounted for, and used only for the purpose of advertising, rental fees, along with providing necessary supplies for our vendors. The *Sussex Fresh Market* Treasurer will be responsible for overseeing the funds, along with ensuring transparency between the rest of the board and the community supporters.

Operations

The proposed outdoor market will take place bi-weekly on the 1st Sunday and 3rd Sunday of each month from 8am to 1pm, June through September, with the indoor market being January through April. Vendors will be given a single dedicated space that's rented at \$40/session, modeling our market off a the successful Downtown Waukesha Farmer's Market. FitTech Hosting staff along with *Sussex Fresh Market* volunteers will be responsible for setting up the space, teardown & cleanup, along with security/operations during the event. *Sussex Fresh Market* will require certificates of general liability insurance from each vendor, also listing the Village of Sussex, *Sussex Fresh Market* and FitTech Hosting as a named insured to ensure that liability does not transfer to the village nor us. FitTech Hosting will also require that each vendor has the appropriate, applicable licenses, and complies with all health department requirements.

The market will have a set rules or code of conduct that we develop along side with the Village of Sussex to ensure safety of our guests, and of village property. FitTech Hosting & fresh market staff/volunteers will be issued 2-way radios on FitTech Hosting's FCC licensed private frequency to ensure constant, consistent communication.

To maintain transparency and community-focused values, we will be having an official Board of Directors who are vested with the management of the market. Johnathan Martin will be serving as the Chairman of the board, we will be appointing a vice-chair, treasurer, secretary, each with a 3-year term. We are also seeking to have a member of the Village Board join us as an official fresh market board member and liaison between our market and the village. Sussex Fresh Market board meetings will take place once a month, open to the public, required to attend by the board members.

Marketing Plan

Being a marketing agency, our greatest strength here will be the advertising and marketing side. We will develop a website for the farmers market that allows for seamless vendor registration, along with providing the public information on attending. We will use social media – which we have already gained a community following & support of the *Sussex Fresh Market*, along with reaching out to our existing media contacts in the nearby area. We have no worries about the success of the market due to the positive feedback that we already received.

COVID Plan-of-Action

We understand that during these times, the safety of both our guests, our staff and the village needs to be of the highest priority. Modeling our COVID plan off Wisconsin Department of Health Services recommendations, we'll institute the following policies...

- No seating provided, ensuring a moving market – get in and out.
- No food-samples provided
- Vendors must disperse/dispense items directly to the customer, without allowing for the customer to have contact with the bulk of the items.
- Tables/booths will be physically placed 15+ ft. apart
- Hand sanitizers will be provided/required at each station
- Masks will be heavily encouraged, and provided if financially feasible

Summary

FitTech Hosting is prepared to take on the undertaking of developing a not-for-profit organization titled “*Sussex Fresh Market*” allowing the community to sell and buy fresh produce and local goods in a convenient and safe manner. FitTech Hosting is able to provide all funding necessary along with the dedicated staff who are willing to volunteer their efforts. FitTech Hosting is the right choice to lead this project due to their experience with event management, marketing, and the vast community connections they have.

We ask the village for their blessing as being listed as an endorser and sponsor of this undertaking, along with subsidizing the use of the Civic Center Campus.