



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
TUESDAY, APRIL 19, 2016
6:30 PM
SUSSEX COMMUNITY CENTER, W240N5765 MAPLE AVE.
SUSSEX, WI 53089**

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. Call to order
2. Roll call
3. Citizen comments
4. Consideration and possible action on the minutes from the March 15, 2016 meeting.
5. Consideration and possible action Redeem & Restore contract and event on June 17, 2016.
6. Consideration and possible action on Tom Volpe's request to use the lighted softball diamond in Village Park on June 25th.
7. Consideration and possible action on Mike Harrington's request to use the disc golf course Wednesday evenings April 27 – September 7.
8. Civic Campus Update
9. Recreation Coordinator Report
10. Parks Foreman Report
11. Director Report – July 4th Parking

12. Topics for future agenda items

13. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. 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 Jeremy Smith at 246-5200.

Village of Sussex
Sussex, Wisconsin
Park and Recreation Board Minutes
Tuesday, March 15, 2016

Meeting called to order: 6:32 p.m.

Members Present: Chairman Bob Fourness, Don Spenner, Anne Golding, Kelly Tetting, Trustee Wendy Stallings, Melissa Gierach

Members Absent: Chris Prange-Morgan

Also Present: Parks & Recreation Director – Sasha Snapp, Recreation Program Coordinator – Megan Sackett, Assistant Village Administrator – Melissa Weiss

Citizens Comments: None

Consideration and possible action on the minutes of February 16, 2016 meeting minutes.

A motion was made by Stallings, seconded by Spenner to approve the minutes as presented. Motion carried.

Consideration and possible action on the SOS Family Fun Event June 5, Waukesha Hurricanes Softball Tournament June 17 – 19, and the Jr. Chargers Baseball Tournament July 29 – 31.

Staff reported that the Jr. Chargers do intend on collecting donations from cars as they enter the park the day of the tournament and last year there were some complaints about it. Stallings stated that she'd like to see some clear signage go up about it being a donation. The board members agreed. Director Snapp said she would relay the message to the organization to improve their signage. Staff recommended approval of the contracts.

A motion was made by Spenner, seconded by Stallings to approve the contracts as presented. Motion carried.

Consideration and possible action on approval for the Weyer Park playground equipment to be moved to Grogan Park by Gerber Leisure Products.

Discussion was held. Staff stated that the swings will be removed and stored for future use, perhaps at Madeline Park as a part of a Stewardship Grant if the Village is awarded it, and that the Park Board would have the opportunity to weigh in on it at a later date. If the grant isn't awarded, staff would be able to install them in at Grogan if the board wanted to see that happen.

A motion was made by Golding and seconded by Spenner to approve Gerber Leisure Products relocating the Weyer Park playground to Grogan Park. Motion carried.

Consideration and possible action on the new Weyer Park Playground Project.

Discussion was held. Staff provided renderings for all submitted proposals. Park Board members discussed pros and cons of each proposal. The Board instructed staff to look into the three color option for the surfacing for the Boland Recreation submittal.

A motion by Golding and seconded by Spenner to approve the Boland Recreation playground equipment proposal for Weyer Park Playground. Motion carried.

Civic Campus Update report was given by Weiss and discussion was held.

Recreation Coordinator report was given by Sackett and discussion was held.

Parks Foreman report was given by Snapp and discussion was held.

Director report was given by Snapp and discussion was held. The Park Board did discuss and agree to holding a July meeting.

Topics for future agenda items. Special Events Schedule for the rest of 2016.

A motion was made by Spenner, seconded by Stallings to adjourn the meeting at 7:56pm. Motion carried.

Minutes respectfully submitted by,

Sasha Snapp
Parks and Recreation Director



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MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Jeremy Smith, Village Administrator

From: Sasha Snapp, Parks and Recreation Director

Re: Redeem and Restore Candlelight Event

Date: March 31, 2016

The Parks and Recreation Department has received a request for an event to take place Friday, June 17 and this rental request is requesting some different uses of the park that evening.

The Redeem and Restore Center provides support to women and children who have been rescued from domestic sex trafficking. This event is a fundraiser to support their mission. This group will be utilizing the Lions Open Air Shelter and will have approximately 10 local businesses selling/advertising local goods, a lantern walk that will take place on the pathways throughout the park, musical performance, a man pulling a semi, and the selling of food and drinks. Alcohol will not be a part of this event. The semi pull will be done by a man that represents a group of truck drivers against trafficking. A representative will be present at the meeting to answer any questions.

Here's the proposed schedule:

5-6 Set up
6-6:30 Check-in
6-7:30 10 Booths to advertise/sell local goods
6:15 - 7 Music (local band in shelter)
7 Truck Pull
7:30 Brief Redeem & Restore speech
7:45/8 Run/walk 5k
9-9:30 Finish

Staff recommends approval of this event and would like the board to consider possibly getting a certificate of insurance from the group due to the nature of some of the activities.

Permit Contract

Sussex Recreation Department
 W240N5765 Maple Ave
 Sussex, WI 53089
 Phone: (262) 246-6447
 FAX: (262) 246-6337
 Email: recinfo@villagesussex.org

Permit #1089, Approved
 Mar 16, 2016 11:36 AM



Nadine Coenen
 N58 W24091 Clover Dr.
 Sussex, WI 53089
 Email: nadinecoenen@yahoo.com

Customer Type: General Public
 Prepared By: Cari Kehl

Customer ID: 14130
 Home: (262) 385-6864

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$0	\$0	\$0	\$0	\$100.00	\$0	\$0	\$0	\$100.00

RESERVATIONS

Event	Resource	Center	Notes	
Lantern Walk Type: Open Air Shelter Rental Attend/Qty: 60	<i>Multiple Resources Requested</i>	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--	
		--		
Days Requested	Date	Event Begins	Duration	Event Ends
Friday (Village Park North Open Air Shelter)	Jun 17, 2016	5:00 PM	4 hours	Jun 17, 2016 at 9:00 PM
Friday (Village Park Lion's Open Air Shelter)	Jun 17, 2016	5:00 PM	4 hours	Jun 17, 2016 at 9:00 PM
Summary			Notes	
Total Number of Dates: 2			--	
Total Time: 8 hours				

CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Lion's Open Air Shelter Rental Fee	Lantern Walk #1089 Village Park Lion's Open Air Shelter Village Park North Open Air Shelter	\$155.00	0	--	\$0

DISCLAIMERS

Electricity is available in the rafters of the open air shelters and by the stage in the Lion's Open Air Shelter. The responsible party must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.
CLEAN-UP, TRASH & RECYCLABLE REMOVAL POLICY-IMPORTANT!

RESERVATIONS

All organized groups shall reserve a facility, field or court before utilizing any Village of Sussex facility,

field or court. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability, unorganized groups must reserve the facility.

FEES & DEPOSITS

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of park facilities. Non-profit and fund raising events are required to pay fees just like all other groups.

LIMITS TO RESERVATION TIME

All parks & facilities close at 11:00 p.m. Programs sponsored by the Village of Sussex take precedence over private reservations. The Village does not guarantee privacy to any group. No reservations are accepted for Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day. Reservations are made for a specific time frame. Set-up and clean-up times must be included in the scheduled time. The Community Center may be used without the requirement of a rental fee (deposit required) on a weekday afternoon if available. However, the rental event must be open to the public and free of charge. To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through permit.

LIMITS ON USE OF FACILITIES

Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park & Facility Rental Permit process.

Smoking is prohibited inside all enclosed Village-owned public buildings. All smoking refuse must be disposed of safely & properly into the appropriate trash containers, as to not litter.

No person, except a sheriff, police officer or their deputies, or a member of the Military in the line of duty shall enter or remain in any part of a building owned, occupied or controlled by the Village of Sussex while carrying a firearm or any weapon. Violations of these prohibitions may be punishable by law.

There will be no parking on the grass; or vehicles driven on the grass, unless otherwise agreed upon & written into the permit.

Groups of young people under 18 are required to have the permit signed by a sponsoring adult who must be present during the entire duration of the rental. Additional security may be required and would be a cost incurred by the renter.

The Village is not responsible for private equipment or material used in a park facility.

All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacles.

Charcoal must be properly disposed of in the labeled containers at Sussex Village Park.

Facility decorations may exist & must not be removed. Individuals who wish to decorate may do so as long as the facility is returned to its original condition. Failure to do so will result in loss of the deposit.

All activities must follow Chapter 19 of the Village Code. All announcements, press releases, flyers, etc. related to groups using a Sussex facility must include the following statement: THIS MEETING (PROGRAM/EVENT) IS NOT SPONSORED OR ENDORSED BY THE VILLAGE OF SUSSEX.

ACTIVITIES REQUIRING PARK BOARD APPROVAL

Large events, overnight camping, fires not in approved grills, fundraising, driving/parking automobiles on the grass, and soliciting/selling.

YOUTH ORGANIZATIONS UTILIZING/RENTING PARK FACILITIES

Youth organizations within the Hamilton School District may use the Lion's Building at Village Park free of charge for weekly, biweekly, or monthly meetings with Park Board approval. All other park and

recreation buildings will require the appropriate fee if rented. To be considered a youth organization, groups must consist of school aged children (examples: Boy Scouts, Girl Scouts, 4-H Club). Also, the group must have an adult supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

Groups/individuals may not use the building for personal use without reserving it and paying the appropriate fees. If a group is found using the building without notifying the Park and Recreation Department, they will lose their privileges to use the building. Youth organizations using the Lion's Building for regular meetings are asked to give back to the community by setting aside two days per year to help clean up the parks in the Village of Sussex. This time should be scheduled with the Director of Recreational Services at 262-246-6447.

KEY & DEPOSIT REFUND POLICY Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 2-4 weeks after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key must be picked up & returned to the Community Center Monday-Friday, 8:00 a.m.-5:00 p.m. Failure of the responsible party to pick up the key and village staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Community Center the next business day after the reservation, during business hours. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

CANCELLATION POLICY Cancellations will be issued ONLY if the department is notified in writing 30 days or more prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible arrangements can be made for another date, or a refund may be issued minus an administrative fee. All Village activities (i.e. youth sports, special events) supercede any outside reservation. All reservations are subject to review.

RETURNED CHECKS

Checks written and returned as not payable will be charged \$30 for each returned submission. Reservations will be removed from calendar until the issuer makes good on the amount of the non-payable submission and pays the accrued service charges in full.

TAX EXEMPT

If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the reservation request. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

FACILITY PROBLEMS

Prior to the event, if the responsible party has question or problems they must contact the Community Center at 262-246-6447. If there is a facility problem on the day of your event, you MUST call the Village's on-call employee IMMEDIATELY at 414-587-1965 to notify them & resolve the issue. If you fail to contact the Community Center or the on-call employee, and a facility problem exists after your rental, you may be held responsible and a deduction may be taken from your deposit and/or invoiced for the expenses.

SET-UP & CLEAN-UP

The open air shelter electricity is located in the rafters of each shelter. If the use of the electricity is requested on permit application, it is the responsibility of the renter to bring a ladder & extension cords to reach the electrical outlets located in the rafters of each shelter.

Village Park outdoor water spigots are available near the shelter(s).

Village Park indoor restroom facilities are open and located in the concession stand. The Lion's Building

restrooms are only opened upon request on permit application. Port-a-potties are located throughout the park for public use.

The responsibility for set-up and clean-up is assumed by the group using the facility. The person responsible must see that the procedures listed for cleaning are carried out. To receive the full deposit the responsible party must:

assume responsibility for the contents and security of the building or facility. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.

Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

CUSTOM QUESTIONS

Question	Answer
Will you be serving beer, wine or fermented beverages?	No
Would you like to use electricity?	Yes

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.



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MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Jeremy Smith, Village Administrator

From: Sasha Snapp, Parks and Recreation Director

Re: April 19, 2016 Park Board Meeting

Date: April 11, 2016

1. Consideration and possible action on Tom Volpe's request to use the lighted softball diamond in Village Park on June 25th.

Tom Volpe, concessionaire at the Village Park concession stand, is requesting the use of the Village Park lighted softball diamond on June 25th to host a tournament at no cost. Due to the declining participation in adult softball Tom's revenues over the past several years have been declining as well. For example, this year there are 18 fewer teams from when he started to rent the concession stand in 1998. He has hopes to make up some of this money by hosting the tournament with out having to pay the \$100 fee we would typically collect for a rental of this nature.

2. Consideration and possible action on Mike Harrington's request to use the disc golf course Wednesday evenings April 27 – September 7.

This is the second year Mike is running a disc golf league. Staff had no issues last year and recommends approval.

Sign In | Create an Account



Homepage Programs Park & Facility Reservations Donations

My Cart

Permit Contract

Sussex Recreation Department
 W240N5765 Maple Ave
 Sussex, WI 53089
 Phone: (262) 246-6447
 FAX: (262) 246-6337
 Email: recinfo@villagesussex.org

Permit #9000884, Pending approval

Apr 13, 2016 2:34 PM



Mike Harrington
 11709 W. Gilbert Ave.
 Wauwatosa, WI 53226
 Email: mike@thediscgolfexperience.com

Customer Type: General Public
 Prepared By: Cari Kehl

Customer ID: 12028
 Home: (262) 894-3404

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$500.00	\$0	\$0	\$500.00	\$0	\$0	(\$500.00)	\$0	\$0

RESERVATIONS

Event	Resource	Center	Notes
Disc Golf League Type: Disc Golf Course Rental Attend/Qty: 30	Village Park Disc Golf Course	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--

Day	Days Requested	Date	Event Begins	Duration	Event Ends
Wednesday		Apr 27, 2016	5:15 PM	3½ hours	Apr 27, 2016 at 8:45 PM
Wednesday		May 4, 2016	5:15 PM	3½ hours	May 4, 2016 at 8:45 PM
Wednesday		May 11, 2016	5:15 PM	3½ hours	May 11, 2016 at 8:45 PM
Wednesday		May 18, 2016	5:15 PM	3½ hours	May 18, 2016 at 8:45 PM
Wednesday		May 25, 2016	5:15 PM	3½ hours	May 25, 2016 at 8:45 PM
Wednesday		Jun 1, 2016	5:15 PM	3½ hours	Jun 1, 2016 at 8:45 PM
Wednesday		Jun 8, 2016	5:15 PM	3½ hours	Jun 8, 2016 at 8:45 PM
Wednesday		Jun 15, 2016	5:15 PM	3½ hours	Jun 15, 2016 at 8:45 PM
Wednesday		Jun 22, 2016	5:15 PM	3½ hours	Jun 22, 2016 at 8:45 PM
Wednesday		Jun 29, 2016	5:15 PM	3½ hours	Jun 29, 2016 at 8:45 PM
Wednesday		Jul 6, 2016	5:15 PM	3½ hours	Jul 6, 2016 at 8:45 PM
Wednesday		Jul 20, 2016	5:15 PM	3½ hours	Jul 20, 2016 at 8:45 PM
Wednesday		Jul 27, 2016	5:15 PM	3½ hours	Jul 27, 2016 at 8:45 PM
Wednesday		Aug 3, 2016	5:15 PM	3½ hours	Aug 3, 2016 at 8:45 PM
Wednesday		Aug 10, 2016	5:15 PM	3½ hours	Aug 10, 2016 at 8:45 PM
Wednesday		Aug 17, 2016	5:15 PM	3½ hours	Aug 17, 2016 at 8:45 PM
Wednesday		Aug 24, 2016	5:15 PM	3½ hours	Aug 24, 2016 at 8:45 PM
Wednesday		Aug 31, 2016	5:15 PM	3½ hours	Aug 31, 2016 at 8:45 PM
Wednesday		Sep 7, 2016	5:15 PM	3½ hours	Sep 7, 2016 at 8:45 PM
Wednesday		Sep 14, 2016	5:15 PM	3½ hours	Sep 14, 2016 at 8:45 PM

Summary

Total Number of Dates: 20
 Total Time: 70 hours

Notes

CHARGES

Description	Unit Fee	Units	Tax	Charge
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	Event / Resource				
Disc Golf Course League Rental Fee	Disc Golf League #9000884 Village Park Disc Golf Course	\$25.00	20.00	--	\$500.00

Payments and Refunds					
Receipt #	Date	Charge Description	Resource Event		Payment
1008715.002	Apr 13, 2016	Disc Golf Course League Rental Fee	Village Park Disc Golf Course Disc Golf League #9000884		\$500.00

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supervisor at all meetings. All groups must fill out a Park/Facility Rental Permit Form at the beginning of the calendar year (January 1). Groups must pay a \$100 deposit at the time of the rental request. The deposits may be transferred to the next year upon request.

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Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early the next morning to clean up. Renters must bag and remove all garbage depositing the trash or recyclables into the appropriate dumpster provided at each location.

Sweep the floor of the facility, wiping tables and surfaces after use, and be sure to clean, mop or vacuum any stains, spills or debris. For Community Center rentals - there are janitorial supplies available for use (sink, paper towels, broom, mop, trash bags, etc.).

WORKFLOW STAGES

Description	Status	Event
Administrative Approval	In process (email sent)	Disc Golf League #9000884

CUSTOM QUESTIONS

Question	Answer
Will you be serving beer, wine or fermented beverages?	No

Terms & Conditions: This agreement, when signed by the applicant and a representative of the Organization, constitutes a contractual agreement binding both parties to certain obligations. The applicant agrees to observe and obey all Organization rules and regulations. In addition, it shall be the responsibility of the applicant to pay the required fee at the time of reservation. Balance due must be paid before the scheduled event. Deposits will be returned only in

the case of conditions which force the cancellation of the event. The Organization agrees to maintain the facility, to assure that the facility is prepared properly for the agreed-upon event, and to provide adequate sanitation facilities, subject to available equipment, resources, weather conditions and time of year.

Sussex Parks & Recreation Department W240
N5765 Maple Ave., Sussex, WI 53089
recinfo@villagesussex.org

Tel. 262.246.6447 Office 262.246.6337 Fax

Email: recinfo@villagesussex.org

Methods of Payment

Visa, MasterCard, Discover Card, Other

Have Questions?

Online Registration FAQs

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