



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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Email: info@villagesussex.org
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**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
TUESDAY, MAY 17, 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 April 19, 2016 meeting.
5. Consideration and possible action on contract for Soccer Knockers Bubble Battle on August 20, 2016.
6. Civic Campus Update
7. Deputy Director Report
8. Director Report: Grogan Park Ribbon Cutting on June 14, Phase 1 of Village Park Master Plan update, and Melinda Weaver Tennis Court update.
9. Topics for future agenda items
10. 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, April 19, 2016

Meeting called to order: 6:31 p.m.

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

Members Absent: Don Spenner.

Also Present: Parks & Recreation Director – Sasha Snapp, Recreation Program Coordinator – Megan Sackett and Tom Volpe – Village Park Concessionaire.

Citizens Comments: None

Consideration and possible action on the minutes of the March 15, 2016 meeting minutes.

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

Consideration and possible action Redeem & Restore contract and event on June 17, 2016:

Discussion was held. A motion was made by Gierach, seconded by Prange-Morgan, to recommend that the Village Board approve the contract and use of Sussex Village Park as presented. Motion carried.

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

Discussion was held. Tom Volpe spoke on his own behalf. A motion was made by Tetting, seconded by Golding, to recommend that the Village Board approve the request as presented. Motion carried.

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

Staff reported that this was the second year for this request and there were no issues last year. A motion was made by Golding, seconded by Tetting, to recommend that the Village Board approve the contract as presented. Motion carried.

Civic Campus Update report was given by Snapp 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 about the parking situation at Village Park for the 4th of July fireworks. It was suggested that we put information on Facebook, Twitter and the website about the changes.

Topics for future agenda items and none were suggested.

A motion was made by Prange-Morgan, seconded by Fourness, to adjourn the meeting at 7:23pm. 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: May 17, 2016 Park Board Meeting

Date: May 13, 2016

1. Consideration and possible action on the Soccer Knockers Bubble Battle on August 20.

Staff would recommend approval as presented. Soccer Knockers will provide a certificate of insurance.



Permit Contract

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

Permit #1127, Approved
 May 5, 2016 9:46 AM



Customer Type: General Public
 Prepared By: Kristy Pralle

Company: Soccer Knocker Wisconsin
 W180N7405 Town Hall Rd
 Menomonee Falls, WI 53051

Agent: John Franco

Home: (262) 955-9579

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$195.00	\$0	\$0	\$195.00	\$100.00	\$0	\$0	\$0	\$295.00

RESERVATIONS

Event	Resource	Center	Notes
Local Business Bubble Battle Type: Village Park Open Space Area Attend/Qty: 200	Village Park Green Lawn Space	Sussex Village Park W244N6067 Weaver Dr. Sussex, WI 53089	--
Days Requested	Event Begins	Duration	Event Ends
Day: Saturday Date: Aug 20, 2016	8:00 AM	10 hours	Aug 20, 2016 at 6:00 PM
Summary	Notes		
Total Number of Dates: 1 Total Time: 10 hours	West of Lion's Den, north of Lion's Open Air Shelter, east of Weaver Dr.		

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CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Beer/Beverage Permit Fee	Local Business Bubble Battle #1127 Village Park Green Lawn Space	\$15.00	1.00	--	\$15.00
Lion's Open Air Shelter Rental Fee	Local Business Bubble Battle #1127 Village Park Green Lawn Space	\$155.00	1.00	--	\$155.00
Village Park Open Space Area	Local Business Bubble Battle #1127 Village Park Green Lawn Space	\$25.00	1.00	--	\$25.00

DEPOSITS

Deposit Charge	Event / Resource	Charge	Tax	Amount paid	Refunds	Balance
Lion's Open Air Shelter Security Deposit	Local Business Bubble Battle #1127 Village Park Green Lawn Space	\$100.00	\$0	\$0	\$0	\$100.00

DISCLAIMERS

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?	Yes
Please provide driver's license number and date of birth.	██████████
Do you want to set up an inflatable?	Yes
What inflatables will be set up?	Bubble Soccer not Bouncehouse
Do you want access to the Lion's Building restrooms?	Yes
Would you like to use electricity?	Yes
Will you be selling alcoholic 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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