



N64W23760 Main Street  
Sussex, Wisconsin 53089  
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**AGENDA**  
**VILLAGE OF SUSSEX**  
**PARKS & RECREATION BOARD**  
**6:30 PM TUESDAY, AUGUST 20, 2024**  
**SUSSEX CIVIC CENTER – COMMUNITY ROOM 1<sup>ST</sup> FLOOR**  
**N64W23760 MAIN STREET**

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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 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 18, 2024, meeting
3. Comments from Citizens Present
4. Discussion and Possible Action on Soccer Field Rental Fee Increase
5. Discussion and Possible Action on Swimming Pool Feasibility Study Committee Structure
6. Discussion and Possible Action on The Ridge at Village Park
7. Park & Recreation Director's Report
8. Topics for Future Agenda Items
9. Adjournment

Robert Fourness  
Chairperson

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Jeremy Smith  
Village Administrator



**VILLAGE OF SUSSEX  
PARK AND RECREATION BOARD  
6:30 PM TUESDAY, JUNE 18, 2024  
SUSSEX CIVIC CENTER  
N64W23760 MAIN STREET, SUSSEX, WI 53089**

**MINUTES**

Meeting was called to order at 6:30pm.

**1. Roll Call**

Members Present: Chairman Bob Fourness, Chuck Vojtas, Trustee Ron Wells, Kelly Tetting, Chris Kostka, Mike Waltz, and Nadine Coenen

Members Excused: None

Staff Present: Parks and Recreation Director, Halie Dobbeck

**2. Consideration and action on minutes from the May 21, 2024, meeting.**

Motion by Fourness, seconded by Coenen to approve the minutes as presented.

Motion Carried 7-0.

**3. Comments from Citizens**

No one was present that wished to speak.

**4. Consideration on Special Event Permit**

Motion by Waltz, seconded by Tetting to approve the Special Event permit as presented for Amorphic Brewing Beer Garden dates.

Motion Carried 7-0.

**5. Consideration on the Department of Revenue AB-105 Form**

Motion by Fourness, seconded by Wells, to approve the DOR AB-105 form with limitations for time duration and serving area for Amorphic Brewing as presented.

Motion Carried 7-0.

**6. Director's Report**

Dobbeck provided the following:

-Pints in the Park is Thursday 6/20 from 5-8pm in Prides Crossing Park. We have 4 food trucks and Brewfinity Brewing.

-Cruise Night was a huge success. Just over 100 cars were in the parade and 110 parked on Main Street.

-Pavilion Committee meets tonight to finalize the concept for the new Main Pavilion in Village Park – they'll also discuss fundraising efforts as well

-Pewaukee Sussex United has defaulted in their payments. We will likely discuss the next steps in our August meeting.

-Summer is underway; Day Camp is the largest it has ever been, we've kicked off our Pint Size Baseball and Soccer programs and our summer dance program is over 100 kids.

**7. Topics for Future Agenda Items**

No July Meeting

**8. Adjournment**

Motion by Tetting, seconded by Kostka to adjourn at 6:38 p.m.

Motion Carried 7-0.

Respectfully Submitted,

Halie Dobbeck

Parks and Recreation Director





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## MEMORANDUM

To: Parks & Recreation Board  
From: Halie Dobbeck, Parks and Recreation Director  
Re: Fall 2024 Soccer Field Rental Fees  
Date: August 1, 2024

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The Village of Sussex currently rents soccer fields for any organization interested, based upon availability. Traditionally, this has only been one organization, Pewaukee Sussex United. However, there is a new soccer club, Lake Country Football Club, that is interested in renting fields at Armory Park. Currently, the Village charges all organizations the same fee regardless of residency.

### Field Layout

Lining the fields has been the responsibility of the renter, but typically, our “bay of fields” can fit, 1 – regulation field, 14 – youth fields in the middle section, and 4 – adolescent fields.



### Current Field Fees, Usage and Costs

Soccer field rental fees are currently *\$10 per hour with a 3-hour minimum*. These rates have remained the same since 2002.

Organizations typically reserve fields on a residency percentage basis in August and March for the upcoming season. Field usage has slowly increased over the years.

Year	# Games	\$	Total
2021	165	\$30.00	\$4,950.00
2022	120	\$30.00	\$3,600.00
2023	212	\$30.00	\$6,360.00
2024	115*	\$30.00	\$3,450.00

\*Spring fields only



In 2024, our projected expenses (labor, material expenses, and yearly depreciation) for soccer fields are \$9,035. Based on an average rental year of 133 fields, this results in an estimated property tax subsidy for 2024 of \$5,045. To minimize the current subsidy gap, create space for anticipated increased Village expenses, and to better align with our peer communities, the board should consider a field rental cost increase.

### Community Field Analysis

For all communities below, field fees are for one regulation-size, grass field unless otherwise noted. The “adjusted fee to Sussex” represents the hourly fee times three to meet our minimum reservation period. Our peer communities of Lisbon, Elm Grove, Germantown, and Grafton do not have/rent soccer fields

A peer community assessment is below:

Place	Field Fee	Adjusted Fee	Notes
Hartland/Delafield	\$35/use	\$105/use	
Oconomowoc	\$15/hr R; \$30/hr NR	\$45R/\$90NR per hour	Facility is exclusive for SC Wave (no public or additional group access)
Pewaukee (City and Village)	Tiered Model 40-60% R \$20,000 for season	n/a	This is the proposed new fee; not official.
Hartford	\$60/field/day R or N-P \$75/field/day NR	\$180R/\$225 /use	Line but no nets; regulation or youth fields are charged the same

Additional Local Facility Fee Structures for Consideration:

Place	Field Fee	Adjusted Fee	Notes
Uihlien Soccer Park	\$60/hr	\$180/hr	
West Allis SE Fields	\$40/hr	\$120/hr	
West Allis FLW Fields	\$50/hr	\$150/hr	
MKE Cty. Parks	\$36/hr	\$108/hr	
City of Brookfield	\$10/hr max of \$80/day	\$30/hr	Must be at least 85% Brookfield Residency (Elmbrook United)
Brookfield Sports Complex	\$125/hr	\$375/hr	Rates Vary Based Upon Size of Field Usage Commitment
City of Waukesha	\$20/hr	\$60/hr	
Menomonee Falls	\$17/hr for >76% R, \$34/hr for >51% R or N-P	\$102/hr	
Muskego	FREE if 100% R \$10/hr R; \$20/hr NR	\$60/hr	



The previous renter, Pewaukee Sussex United, is not eligible for facility rentals as they are delinquent in their rental payments. A payment plan was established with the club owner which was not abided by. The owner has made random, inconsistent payments on their account. As of 8/2/24, Pewaukee Sussex United is delinquent \$7,402.70.

A new club, Lake Country Football Club, has approached the Village to rent fields. They have submitted rosters and currently have 99 Sussex residents for a total residency percentage of 16%.

Finally, the current Village policy for both Soccer and Baseball fields is generous in allowing for payment after the usage of services with the intent to not bill organizations for Village-initiated field closures. All other Village rentals require payment prior to usage.

**Staff Recommends:** Park Board should adjust the current field rate from \$30/3 hours to \$65/3 hours. At this price point, with an estimated average rental of 133 fields per year, we will shrink our taxpayer subsidy to 4% compared to the current subsidy of 55%. Additionally, park board should adjust both soccer and baseball field reservations to align with our current rental policy to require payment for the rental facility prior to usage. Any rain outs or additional field reservations can be credited and/or charged at the end of the season.





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## MEMORANDUM

To: Parks & Recreation Board  
From: Charlotte Abt, Recreation Coordinator and Halie Dobbeck, Parks and Recreation Director  
Re: Pool Feasibility Study Committee Structure and Process  
Date: August 9, 2024

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Please see the attached AQUATICS STEERING COMMITTEE FRAMEWORK. Staff is looking for the Park Board to offer suggestions or changes to the Framework for implementation. The opportunity to participate will be presented online, on a flyer in the Civic Center, on the Civic Center electronic sign, and emailed to recreation department participants. Here are some possible policy questions to consider after reading the Framework.

### **Park and Recreation Policy Questions**

1. Is 7-9 members the right size for the workgroup?
2. What additional criteria should we look for in members of the Committee?
3. Should a Park Board member also be part of the Committee selection process and if so who would the Park Board like to nominate?
4. Are there any other goals for the Committee to examine?
5. Which two Park Board members could be recommended to the Village President for consideration?

### **ACTION:**

Staff recommends adoption of the Aquatic Steering Committee Framework as amended by the Park Board at the meeting.



**Purpose:** The Village of Sussex Strategic Plan calls for an aquatic facility feasibility study. The process will include feedback from the Park Board, Village Board and community input opportunities, but the guidance of the project will be led by the 'SAFS Committee'.

**Mission of the Aquatic Facility Steering Committee:**

- Kick off the Feasibility Study
- Perform Needs Assessment, Research and Community Engagement
- Conceptual Planning (Aquatic amenities, Location, etc.) and Capital Cost Estimates
- Operational Cost Analysis
- Final Documentation and Findings for an Aquatic Facility Proposal for Park Board and Village Board consideration in 2025

**Aquatic Facility Steering Committee Composition:**

The Aquatics Steering Committee should include a diverse group of members such as elected officials, appointed officials, Village of Sussex employees, and residents of the Village of Sussex.

*Proposed Committee Structure:*

- 2 – Village Board Members (to be nominated by the Village President)
- 2 – Park Board Members (to be nominated by the Village President)
- 3 or 5 Community Members (in order to have an odd number)

**Community Member Participation**

Sussex doesn't have an existing pool or swim teams so the Village will look for residents to apply for consideration on the Committee by completing a *Sussex Aquatic Facility Steering Committee Interest Application*. That application is included in the packet for consideration (<https://forms.office.com/g/mJ1fxNDGiv>) and will be available at the Civic Center and online. The strongest applicants will have aquatic experience and be residents of the Village of Sussex. The Village President with the assistance of Staff will review the applicants and the Village President will make his recommendations to the Village Board for approval.

**Timing, Staff Support, and Resources**

Once the committee is established, a date and time for the first meeting will be determined and staff will reach out to committee members with details. It is staff's intention to have the first committee meeting in early fall 2024.

The Village Park and Recreation Director, Recreation Coordinator, and various other staff will assist the Committee. The Village Board authorized up to \$50,000 for consultants to complete the study. The Village has hired Counsilman-Hunsaker to facilitate the process. Counsilman-Hunsaker with over 50 years of experience is a leading designer and has provided operational consulting for thousands of aquatic projects of every size and complexity.





# VILLAGE PARK MAIN PAVILION

## Committee Report

PREPARED BY: PAVILION ADVISORY COMMITTEE  
AUGUST 2024



# About the Committee

June 2024, the Village of Sussex Board President, Anthony LeDonne, appointed members of the public to an advisory committee to inform the feasibility, design, and functionality of a new Main Pavilion at Village Park. The committee has toured local facilities, researched a variety of products and materials, and developed a proposal that they feel best reflects the desires of the Sussex community.

## Committee Makeup

Village President, Anthony LeDonne  
Village Trustee, Ben Jarvis  
Park Board Member, Mike Waltz  
Park Board Member, Nadine Coenen  
Lions Club Representative, Jason Wagner  
SAS Club Representative, Rick Vodicka  
Community Member, Wendy Stallings  
Village of Sussex Staff Members, Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, and Park and Recreation Director, Halie Dobbeck

## Main Goals for Committee Consideration

- A Facility to Serve the Community for 50+ Years
- Address Community Needs for Spaces/Use Cases
- Accessibility and Safety for the Public
- Connection to the Village Park Master Plan and Park and Open Space Plan
- Fundraising Opportunities to Reduce Taxpayer Impact and Budgetary Impact
- Final Recommendation to Park Board and Village Board in September 2024





# Executive Summary

The current Lions Open Air Pavilion was built by the Sussex Lions Club and donated to the Village of Sussex in 1986. Over the last 38 years, this facility has been home to hundreds of community events and fundraisers and countless graduation parties, family reunions, and company picnics. Unfortunately, the pavilion structure is not suitable for long term use within Village Park.

During the committee's workshops with the architect, Kahler Slater, the team considered:

- Indoor and outdoor space flexibility
  - Village growth
- Meeting and program space needs
- External rental needs and potential
  - Energy efficiency
- Ease of maintenance operations
  - Village storage needs
  - Site security
  - Traffic flow
- Parking and vehicular circulation
  - Pedestrian circulation
- Integration with the surrounding neighborhoods and master plan
  - Accessibility

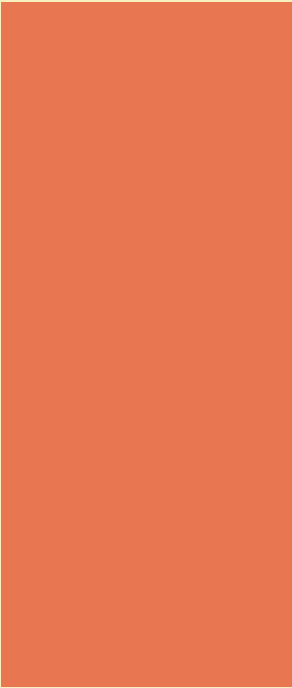
**The overall design presented in this report is a true reflection of the work of the advisory committee and a thorough representation of the Village of Sussex now and in the future.**





# Existing Conditions

CURRENT LIONS OPEN AIR  
PAVILION CONDITION  
ASSESSMENT



The pavilion has been maintained over the years, however its useful life has dwindled and safety concerns have continued to rise.

It is important to have a facility in Village Park that is accessible, flexible, right-sized for the community, and ready for expansion and growth of community events and activities. The current facility unfortunately does not meet that standard and is at the end of its lifecycle. The images on the next page show some of the existing condition concerns with the pavilion.





**Support Posts Sinking  
(North Side)**



**Support Posts Rotting at  
Base**



**Rotten Support Brackets**



**Insufficient Lighting for  
Evening Events**



**Support Posts Sinking  
(South Side) Impacting  
Gutter Function**



**Siding has Punctures and  
Holes**



**Lack of Interior Bathrooms**




**Insufficient Parking for  
Pavilion Capacity, No ADA  
Spots**




**Stage Size is Limiting and  
Not ADA Accessible**





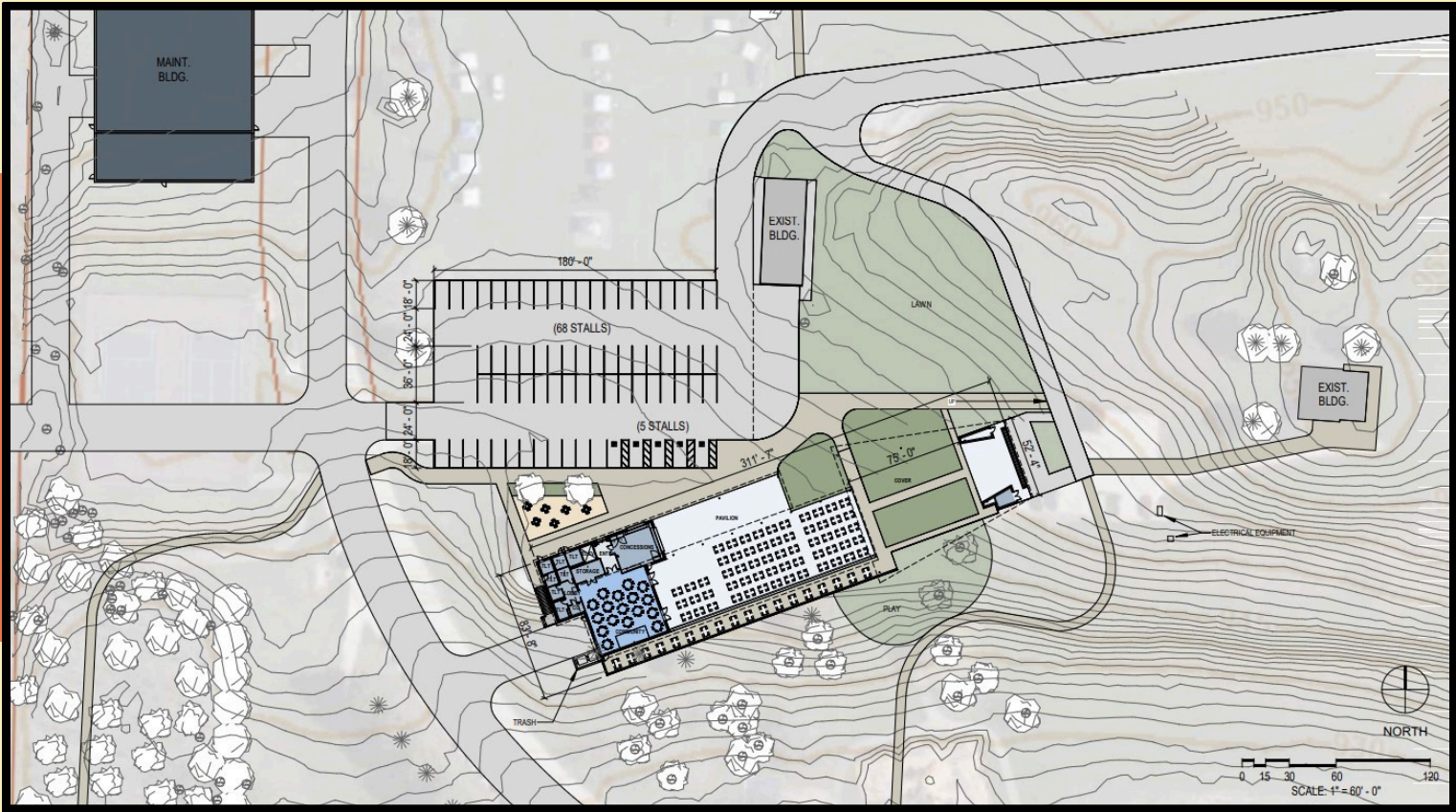
# The Ridge at Village Park Design



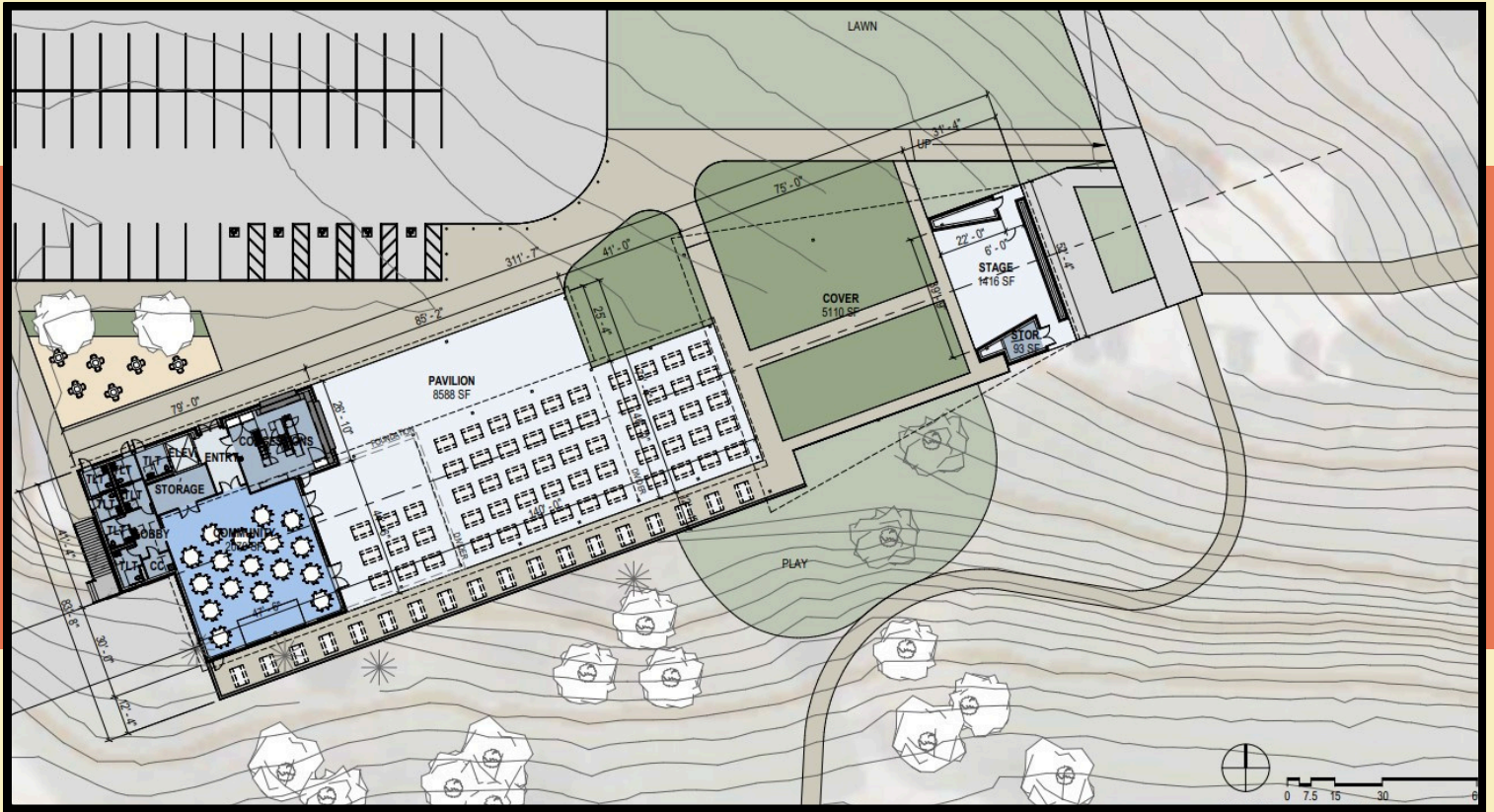
The committee worked through and compared multiple pavilion designs with different types of interior and exterior spaces. The committee examined how the space can adapt to the different uses and functions of the community.

The Main Pavilion design features: interior rentable space, a concession kitchen, interior and exterior unisex bathrooms, elevator access to basement storage and mechanicals, balcony overlook to South side of Village Park (future pond), stage, and small play area.

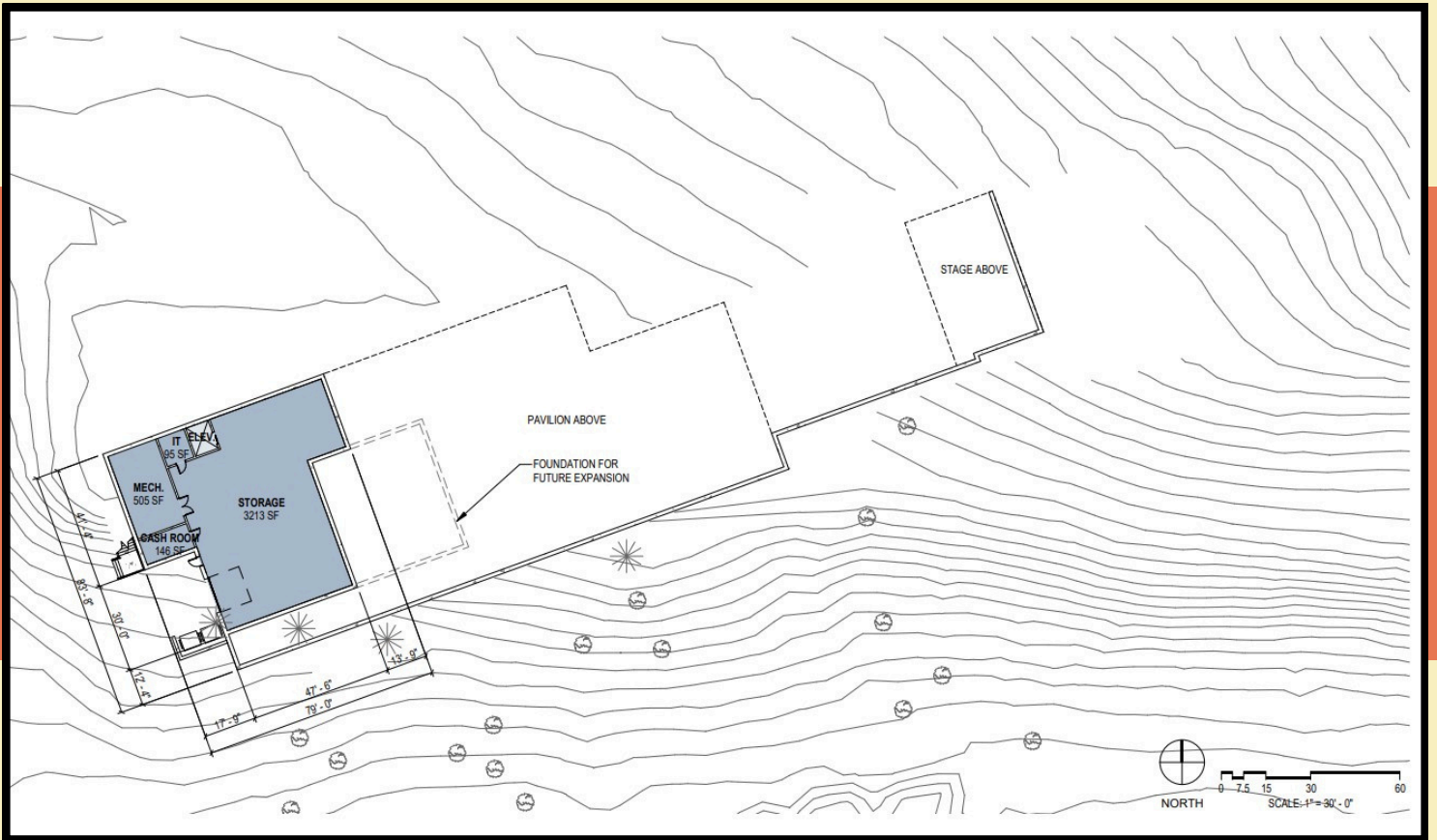




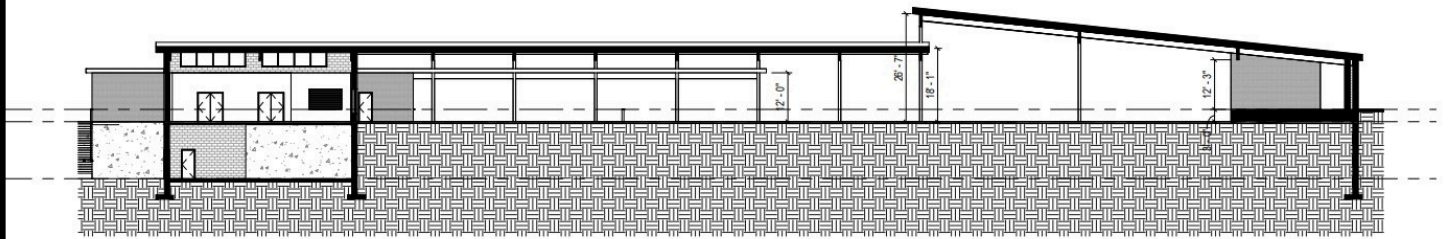




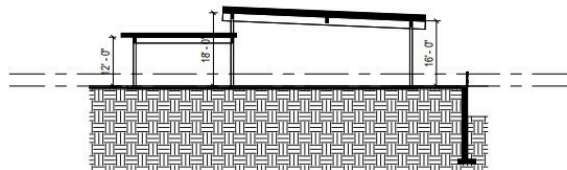








① BUILDING SECTION - LONGITUDINAL  
3/64" = 1'-0"



② BUILDING SECTION - PAVILION  
3/64" = 1'-0"

0 4 8 16 32  
SCALE: 3/64" = 1'-0"























# Project Budget

## THE RIDGE AT VILLAGE PARK

The project budget for The Ridge at Village Park accounts for some donations, but does not require external borrowing. The Village will likely use funds on hand to invest in the project which allows for a return for the taxpayer and a great new amenity for the community.

2025 Projected Cost	Debt	Village Investment	Estimated Donations	Grants	Additional Village Funds On Hand	Utility Contribution
\$5,900,000	\$0	\$2,850,000	\$400,000	\$20,000	\$2,530,000	\$100,000





<b>September 2024</b>	Board Consideration and/or Approval with the 2025 Budget
<b>October 2024</b>	Develop Construction Documents for Pavilion and Park Shop
<b>December 2024</b>	Finalize Pavilion and Park Shop Construction Documents
<b>January 2025</b>	Bid Project
<b>July 11-13, 2025</b>	Lions Daze Festival
<b>July 21, 2025</b>	Construction Begins
<b>July 2026</b>	Construction Complete

# Next Steps

FOR THE RIDGE AT VILLAGE PARK

