



N64W23760 Main Street
Sussex, Wisconsin 53089
(262) 246-5200
info@sussexwi.gov
villagesussex.org

AGENDA
VILLAGE OF SUSSEX
PARKS & RECREATION BOARD
6:30 PM TUESDAY, FEBRUARY 18, 2025
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 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 December 17, 2024, meeting
3. Comments from Citizens Present
4. Consideration and Possible Action on the Club Car Wash Tree Preservation Plan
5. Consideration and Possible Action on 11-Foot Mower Purchase
6. Consideration and Possible Action on Zero Turn Mower Purchase
7. Consideration and Possible Action on The Lions Club 10-Year Contract Addendum
8. Consideration and Possible Action on the Fourth of July Fireworks Contract for 2025
9. Consideration and Possible Action on the Cemetery Lawn Service Contract
10. Review 2024 Fund Updates
11. Park & Recreation Director's Report
12. Topics for Future Agenda Items
13. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**Village of Sussex
Park and Recreation Board
6:30 p.m. Tuesday, December 17, 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, Mike Waltz, Chris Kostka, and Nadine Coenen

Members Absent: None

Staff Present: Parks and Recreation Director, Halie Dobbeck

2. Consideration and action on minutes from the August 20, 2024, meeting.

Motion by Waltz, seconded by Tetting 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 The Ridge and Park Shop Site, Building, and Parking Plans

Dobbeck presented the agenda packet.

Motion by Vojtas, seconded by Coenen to approve the Site, Building, and Parking Plans for The Ridge and Park shop as presented.

Motion Carried 7-0.

5. Director's Report

Dobbeck provided the following:

- Spooky Sussex Attendance: 2,432 presale tickets and 420 day of tickets for a total record breaking attendance of 2,852 people. \$5,704 went to the youth scholarship fund from ticket sales.
- Celebration of Artists 50+ was a joint event put on by the library and park and rec on October 3rd and kicked off a month long art show. The event was a huge success and also won a state award "Silver Star" for Older Adult Programming. We will accept the award and present on the program at the state conference in February.
- Tree Lighting on 12/6 was our last major event of the year and was well attended.
- Pool Feasibility Committee was appointed and met in October. A survey is live now until the end of the year and is intended to gather information from as many residents as possible for the committee to use when moving into the next steps of the feasibility study.
- We are working with next year's community special events and beginning discussions on how the park construction may impact their events. We will continue these conversations into the new year.
- Local Eagle Scout is planning to build ice rink Dollys for the public to use for the skating season.

6. Topics for Future Agenda Items

None were discussed.

7. Adjournment

Motion by Vojtas, seconded by Kostka to adjourn at 7:20 p.m.

Motion Carried 7-0.

Respectfully Submitted,

Halie Dobbeck

Parks and Recreation Director



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

MEMORANDUM

To: Park and Recreation Board

From: Gabriel Gilbertson, Community Development Director

Re: Club Car Wash

Date: February 10, 2025

Club Car Wash is constructing a new car wash on the northwest corner of Lisbon Rd and Executive Dr across the street from Meijer. There are currently 14 mature trees along Lisbon Rd on this property. The developer is required to install sidewalk along Lisbon Rd to Executive Dr and a portion of this sidewalk requires a retaining wall due to the grading on site being higher than the elevation of the existing sidewalk along Lisbon Rd.

To mitigate any future issues with the retaining wall or compromising the integrity of the existing trees, the applicant is requesting to remove the trees that would be effected by the construction of the retaining wall. And to create a uniform look along Lisbon Rd, the developer is also requesting to remove the remaining trees and plant all new trees.

According to the tree inventory submitted, the developer is proposing to remove a total of 292 inches worth of trees on the property. The Code allows for a 90% mitigation standard for the overall site and the developer is mitigating approximately 60 inches. The remaining number of inches to be mitigated would be 202 or roughly 101 2" caliper trees.

Rather than plant the remaining number of trees required, the property owner can choose to donate to the Village's tree mitigation fund which the Village uses to plant trees in the parks and along the roads. The developer would be required to submit the donation to the Village in the amount of \$50,500.

Staff recommends: Staff recommends the Park and Recreation Board approve the tree preservation and mitigation plan for Club Car Wash and require the onetime payment of \$50,500.

January 31, 2025

Mr. Gabe Gilbertson
VILLAGE OF SUSSEX
N65W23760 Main Street
Sussex, WI 53089

RE: Club Car Wash – Tree Preservation Plan

Dear Mr. Gilbertson:

On behalf of Club Car Wash, Robert E. Lee & Associates, Inc. is submitting a request to remove 14 existing trees on the southern property line along Lisben Road. This is needed to install the required retaining wall in order to construct the sidewalk along Lisben Road. Without removing the trees that conflict with this retaining wall, installation of the sidewalk and retaining wall would be impossible in a way that is compliant with ADA requirements. Contractors require at least 6' behind the existing retaining wall to be disturbed to install proper anchoring and soil stability measures, which ensure the walls' structural integrity. Additionally, trees near a retaining wall present issues with the root structure encroaching into the retaining wall and causing damage to the trees and retaining wall.

The additional trees to the West are also proposed to be removed to allow for a uniform and appealing look on the Club Car Wash frontage. Club Car Wash is aware that they are required to replace all removed trees on site inch for inch, and any deficiency needs to be compensated to the Village in a payment totaling \$500.00 for every 2-inch discrepancy.

Please do not hesitate to contact me regarding any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Michael R. Leidig, P.E.
Project Engineer

MRL

ENC.

This drawing is conceptual
and is only to be used as a
guide for construction. The
completed project may differ
from this plan in appearance
and dimension.

This drawing is the instrument of service and the
intellectual property of Elevate Outdoor LLC. This
plan is not to be reproduced, changed, or copied in
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Use of this plan or any of its elements without written
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Drawing Completed:

3-19-2024

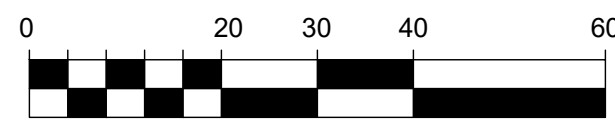
4-22-2024

1-28-2025

1-29-2025

1-31-2025 (R)

LANDSCAPE PLAN



LANDSCAPE INSTALLATION NOTES:

GENERAL:

-Landscape contractor is responsible for coordinating work with general contractor to ensure the landscape scope of work doesn't interfere with existing or built conditions. They should note any discrepancies to the general contractor.

-Landscape contractor is responsible for verifying the location of underground utilities by calling their local utility marking service.

-All plant material should be inspected by Landscape Contractor prior to installation to determine overall appearance and condition. Plant material that is damaged or has clear signs of stress should be rejected.

-Quantities of material shown on plan take precedence over the specification list or legend.

-If plant substitutions are required, Landscape Contractor is responsible for submitting recommendations to the client or client's representative.

PLANTING:

-When excavating for plant pits, any excess rock or building material should be removed and replaced with specified soil mix backfill.

-All plant tags should be removed from material by landscape contractor.

-All planting beds should receive a minimum 3" deep layer of shredded hardwood mulch, unless otherwise noted.

-Edge all beds with a spade cut edge unless otherwise noted.

-All backfill around plant material rootballs should receive a soil mix of 4 parts (pulverized) topsoil to 1 part fine, organic compost.

-All wire baskets and stakes should be removed during planting.

-Cut and remove top half of burlap around rootballs and cut and remove any twine around trunk or root flare.

-All stakes and guy wires and tree wrap are to be removed no more than 1 year after installation.

PLANT SCHEDULE

TREES	QTY	COMMON NAME / BOTANICAL NAME	SIZE
PLA	14	Plantanus x acerifolia 'London Planetree'	2.5"
GYM	10	Gymnocladus dioicus 'Kentucky Coffeetree'	2.5"
ARB	20	Thuja occidentalis 'Emerald Green'	6'

SHRUBS	QTY	COMMON NAME / BOTANICAL NAME	SIZE
JUN	65	Juniperus x pfitzeriana 'Sea Green'	36"
VIB	39	Viburnum carlesii 'Korean Spice'	36"
BUX	66	Buxus x 'Green Velvet'	18"
SPI	25	Spirea japonica	18"
PAN	36	Panicum virgatum 'Heavy Metal'	#5

LANDSCAPE REQUIREMENTS:

All public off-street parking areas which serve five (5) vehicles or more shall be provided with accessory landscape areas totaling not less than fifteen (15) percent.

- Parking Sq. Ft. = 8,257.72 x 15% = 1,238.65
- Total landscape area provided = 1,904.74

Street Trees: One (1) tree shall be planted for each forty (40) feet of frontage.

- Total street frontage = 592'
- 592' / 40' = 15 Trees

24 TREES PROVIDED

TREE REMOVAL & MITIGATION:

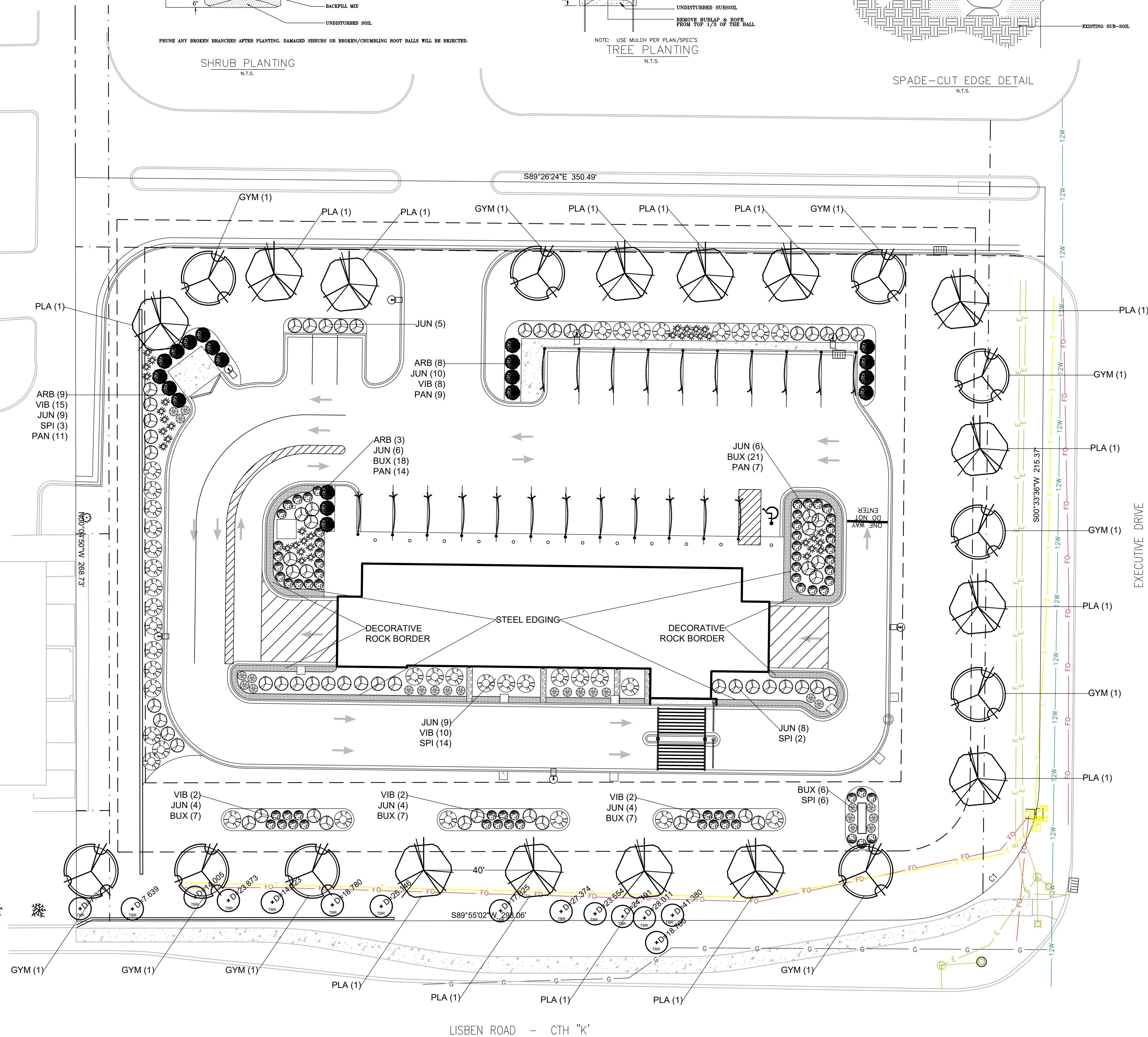
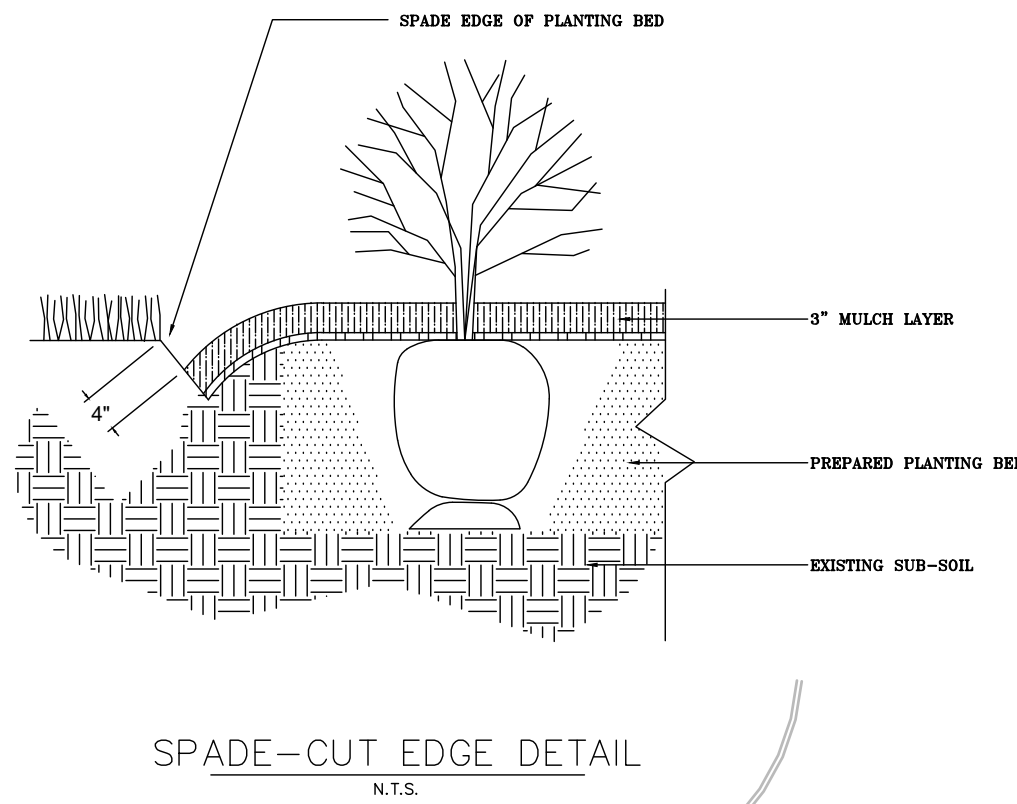
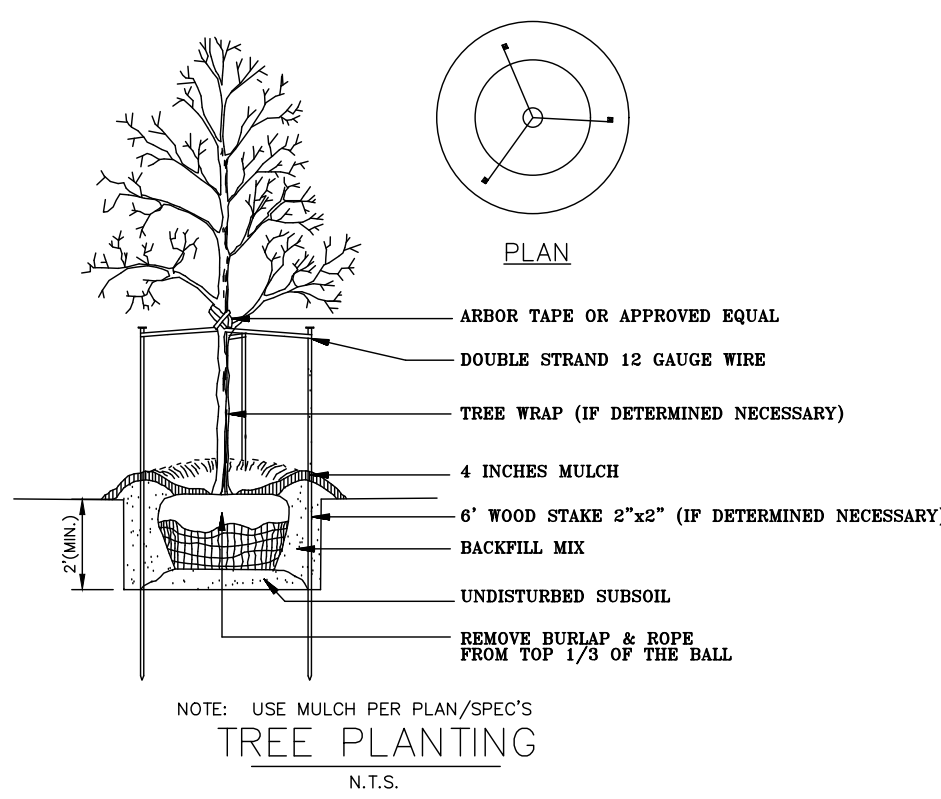
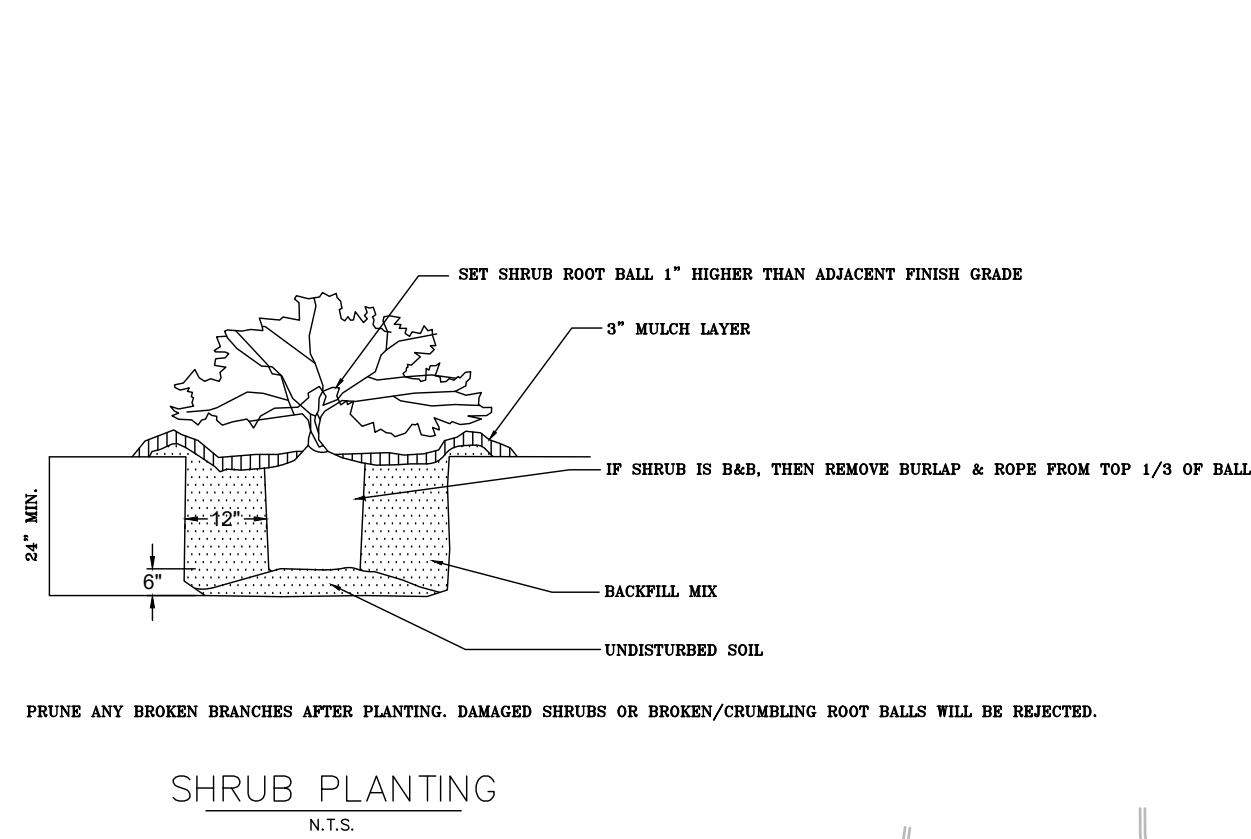
FOURTEEN (14) EXISTING TREES TO BE REMOVED FROM PROPERTY EQUALING A TOTAL OF 292"

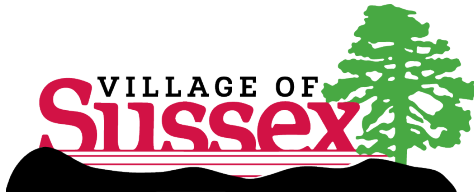
SIXTEEN (16) TREES TO BE INSTALLED ON PROPERTY EQUALING 40"

THE REMAINING 252" OF TREE REPLACEMENT TO BE MITIGATED THROUGHOUT THE VILLAGE OF SUSSEX AT THE RATE OF \$500.00 PER 2 INCHES
252" / 2" = 126 TREES TO BE PLANTED

PLANT LEGEND:

- LONDON PLANETREE
- KENTUCKY COFFEETREE
- ARBORVITAE 'EMERALD GREEN'
- JUNIPER 'SEA GREEN'
- VIBURNUM 'KOREAN SPICE'
- BOXWOOD 'GREEN VELVET'
- SPIREA, JAPONICA
- SWITCH GRASS 'HEAVY METAL'
- TREE TO BE REMOVED





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MEMORANDUM

To: Park Board
From: Thom Berres, Parks Foreman
Date: 2/13/25
Re: 11' Mower Replacement

Our current 2017 Toro 11' Mower is up for replacement. This replacement mower has been budgeted for \$98,861.

There are only two models of 11' mowers that can meet our operational needs. This was the same result when we purchased our last 11' mower in 2023.

DEALER	MODEL	COST
Reinders	Toro 4000D	\$91,538.24
Proven Power	John Deere1600	\$72,059.00

We have tested the John Deere 1600 (the Village of Lisbon owns it) and find it to be under-powered and underperforms on uneven terrain, which is most of our park areas. We completed this testing and analysis in 2023 when John Deere and Toro were our only viable options. So, although the John Deere model is the low bid, it will lead to operational inefficiencies and is not the preferred model of the staff member who performs this function within our parks.

Staff Recommends the purchase of the Toro 4000D which is a direct replacement, and the quote is under budget. It is also the same model as the other 11' mower in our fleet, which allows for operational efficiencies and for stocking parts and materials.

Reinders

Quote

Account: 251459

Village of Sussex

N624 W23760 Main Street

Sussex WI 53089

Attn: Thom Berres

Prepared By:

Ryan Maier

Territory Manager

13400 Watertown Plank Rd.

Elm Grove, WI 53122-2227

Cell (262) 443-0363

Fax (847) 678-5511

rmaier@reinders.com

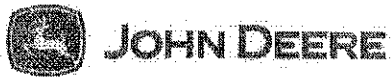
<u>Quote ID</u>	Prices are subject to change without notice
Q159548 GM4000	
<u>Quote Date</u>	Contract
1/14/25	Quote

Sourcewell #031121-ITC / Omnia #2017025

QTY	CODE	DESCRIPTION	SUGGESTED LIST	TOTAL
1	30609	Groundsmaster 4000-D (T4)	\$111,884.00	\$87,269.52
1	30669	Universal Sunshade, White	\$959.00	\$748.02



Configured Contract Price:	\$88,017.54
Dealer Assembly & Delivery:	\$3,520.70
Trade Totals:	<u>\$0.00</u>
Final Sale Price:	\$91,538.24



Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

Vendor: Deere & Company

- ☐ 2000 John Deere Run
Cary, NC 27513

- ☐ Signature on all LOIs and POs with a signature line

- ☐ Contract name or number; or JD Quote ID

- ☐ Sold to street address

- ☐ Ship to street address (no PO box)

- ☐ Bill to contact name and phone number

- ☐ Bill to address

- ☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

- ☐ Membership number if required by the contract

For any questions, please contact:

Bob Burmeister

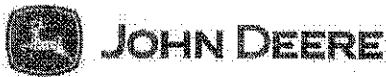
Proven Power, Inc.
N68 W36046 Highway K
Oconomowoc, WI 53066

Tel: 920-474-4890

Fax: 920-474-7086

Email: bob.burmeister@provenpower.com

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.



**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

Proven Power, Inc.
N68 W36046 Highway K
Oconomowoc, WI 53066
920-474-4890
office@provenpower.com

Quote Summary**Prepared For:**

VILLAGE OF SUSSEX
N64W23760 MAIN ST
SUSSEX, WI 53089
Business: 262-246-5200
HDOBBECK@SUSSEXWI.GOV

Delivering Dealer:

Proven Power, Inc.
Bob Burmeister
N68 W36046 Highway K
Oconomowoc, WI 53066
Phone: 920-474-4890
bob.burmeister@provenpower.com

Quote ID: 32293562
Created On: 04 February 2025
Last Modified On: 04 February 2025
Expiration Date: 06 March 2025

Equipment Summary

Selling Price	Qty	Extended
\$ 72,059.68 X	1 =	\$ 72,059.68

JOHN DEERE 1600 Turbo
TerrainCut Commercial Wide-Area
Mower with 4-Post ROPS Canopy

Contract: WI VA NASPO 505ENT-M20-GROUNDMAINT-02 (PG W1 CG 22)

Price Effective Date: February 3, 2025

Equipment Total

\$ 72,059.68

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 72,059.68
Trade In	
SubTotal	\$ 72,059.68
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 72,059.68
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 72,059.68

Salesperson : X _____

Accepted By : X _____

Confidential



JOHN DEERE

Selling Equipment

Quote Id: 32293562

Customer Name: VILLAGE OF SUSSEX

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Proven Power, Inc.
N68 W36046 Highway K
Oconomowoc, WI 53066
920-474-4890
office@provenpower.com

JOHN DEERE 1600 Turbo TerrainCut Commercial Wide-Area Mower with 4-

Hours:

Stock Number:

Contract: WI VA NASPO 505ENT-M20-GROUNDMAINT-02
(PG W1 CG 22)

Selling Price *

\$ 72,059.68

Price Effective Date: February 3, 2025

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0736TC	1600 Turbo TerrainCut Commercial Wide-Area Mower with 4-Post ROPS Canopy	1	\$ 93,584.00	23.00	\$ 21,524.32	\$ 72,059.68	\$ 72,059.68

Standard Options - Per Unit

001A	United States and Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
183N	JDLink™ Modem	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0443	US English w/ Spanish (Bi-Lingual) Operator's Manual	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00

Value Added Services Total

\$ 0.00

\$ 0.00

\$ 0.00

Total Selling Price

\$ 93,584.00

\$ 21,524.32 \$ 72,059.68 \$ 72,059.68



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Sussex, Wisconsin 53089
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Email: info@sussexwi.gov
Website: www.villagesussex.org

MEMORANDUM

To: Park Board
From: Thom Berres, Parks Foreman
Date: 2/13/25
Re: Zero Turn Mower Replacement

The Parks fleet currently has a 2017 Simplicity Zero Turn Mower that is up for replacement in 2025. This mower has surpassed its service expectancy. We operate two eleven-foot mowers and a zero turn daily throughout the cutting season to meet our operational needs. The second zero turn functions as supplemental to the mowing fleet and manages our trails, prairies and other remote areas of mowing.

Please find the three quotes received for the zero-turn mower:

DEALER	MODEL	COST
Town and Country	Scag Turf Tiger 2	\$16,687.00
L&R	Exmark Lazer z	\$15,659.98
Town and Country	Ferris isx3300	\$17,599.00

Within our fleet, we currently have a Scag mower that we are very happy with.

The depreciation fund has \$16,000 budgeted for the zero-turn mower and the current quote amount for the Scag is \$16,687.

Staff Recommends the purchase of the Scag Turf Tiger 2. It is the same model as the other zero-turn mower in our fleet which will allow us to stock parts and materials to be used between the two mowers. By choosing Scag, we are ensuring reliability, efficiency, and cost-effectiveness that will benefit our operations both in the short and long term.

Q U O T A T I O N

PAGE: 1

WALDSCHMIDT'S TOWN & COUNTRY
N94 W17937 APPLETON AVE.
MENOMONEE FALLS, WI 53051
Phone #: (262)251-1400
Fax #: (262)251-1491

PHONE #: (262)246-5200 DATE: 1/20/2025
CELL #: ORDER #: 1394839
ALT. #: (262)385-1309 Ext: scott CUSTOMER #: 1518
P.O.#: CP: 7
TERMS: Net 15 EOM LOCATION: 1
SALES TYPE: Quote STATUS: Active

BILL TO 1518

Village Of Sussex
Parks & Grounds Maint. Dept.
N64 W23760 Main St.
Sussex, WI 53089

SHIP TO

Village Of Sussex
Parks & Grounds Maint. Dept.
N64 W23760 Main St.
Sussex, WI 53089

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
SCA	842D	STT11-61V-40BV-EFI 40HP VANGUARD 61"TURFTIGER	1	\$17,799.99	\$16,687.00	\$16,687.00

Prices reflected on this quotation are subject to change per market condition.

We appreciate the opportunity to offer you this quote.

SUBTOTAL:	\$16,687.00
TAX:	\$0.00
ORDER TOTAL:	\$16,687.00

Authorized By: _____



L&R Lawn Equipment & Repair Inc

19915 W. Main St.
Lannon, WI 53046
(262) 255-2960

Quote 3175

CREATED 02/13/2025
VALID UNTIL 02/28/2025
SALESPERSON Steve Seder
stevejr@mowandsnow.com

SHIP TO

VILLAGE OF SUSSEX-PARKS
N64W23760 Main St
SUSSEX, WI 53089
(262) 765-6875

BILL TO (#1712187)

VILLAGE OF SUSSEX-PARKS
N64W23760 Main St
SUSSEX, WI 53089
(262) 765-6875

CUST PO

CONTACT

Thom Berres tberres@villagesussex.org (262) 765-6875

SHIP OUT

Will Call

DROP SHIP

No

#	PART	DESCRIPTION	QTY	RATE	DISC	NET	EXT
1	LRX820AKA606Q1	(EXM) Lazer Z X-Series 34.5 HP* Kaw FX820EVO w/ 60" UltraCut Series 6 Deck, Adapt & Wide Semi-Pneum Tires	1.00	18,999.00	3,799.80(20.00%)	15,199.20	15,199.20
2	142-8181	(EXM) KIT, GATE AND CABLE (Bin: BB 1-3)	1.00	380.99	76.20(20.00%)	304.79	304.79
3	142-8166	(EXM) KIT, OCD PEDAL (Bin: BB 1-3)	1.00	194.99	39.00(20.00%)	155.99	155.99
4	PAYMENT TERMS	(L&R) PRICING ON THIS ORDER IS BASED ON ALL PAYMENTS MADE BY CASH OR CHECK. A 3% CREDIT CARD OR FINANCE CONVENIENCE FEE WILL BE ADDED TO ALL PAYMENTS OVER \$500.	1.00	0.00		0.00	0.00

PAYMENT

DETAILS

DATE

AMT

COMMENTS

SUBTOTAL	19,574.98
DISCOUNTS	-3,915.00
TOTAL	15,659.98
PAYMENTS	0.00
BALANCE DUE	15,659.98

ACCEPTANCE: _____

DATE: _____

Items returned within 30 days of purchase with original invoice are subject to a 30% restocking fee. Special order items are only returnable with factory "ok", plus a 30% restocking fee and return freight. Special order items not picked up after 30 days will be placed back in inventory, a 30% restocking fee and inbound shipping are charged. No returns on electrical parts. Signers warrant authority to execute this sales order on behalf of customer.

Q U O T A T I O N

PAGE: 1

WALDSCHMIDT'S TOWN & COUNTRY
N94 W17937 APPLETON AVE.
MENOMONEE FALLS, WI 53051
Phone #: (262)251-1400
Fax #: (262)251-1491

PHONE #: (262)246-5200 DATE: 2/13/2025
CELL #: ORDER #: 1395404
ALT. #: (262)385-1309 Ext: scott CUSTOMER #: 1518
P.O.#: CP: 3
TERMS: Net 15 EOM LOCATION: 1
SALES TYPE: Quote STATUS: Active

BILL TO 1518

Village Of Sussex
Parks & Grounds Maint. Dept.
N64 W23760 Main St.
Sussex, WI 53089

SHIP TO

Village Of Sussex
Parks & Grounds Maint. Dept.
N64 W23760 Main St.
Sussex, WI 53089

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
FER	5902064	ISX3300 40HP ETC OG W/ 60" ICD DECK W/ MUNICIPAL DISC	1	\$20,129.00	\$17,299.00	\$17,299.00
****	SETUP/PREP C/R	SETUP/FREIGHT/ COMMERCIAL RIDERS	1	\$300.00	\$300.00	\$300.00

Prices reflected on this quotation are subject to change per market condition.

We appreciate the opportunity to offer you this quote.

SUBTOTAL:	\$17,599.00
TAX:	\$0.00
ORDER TOTAL:	<u>\$17,599.00</u>

Authorized By: _____



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

MEMORANDUM

To: Parks & Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Lions Club 10 Year Contract Addendum
Date: February 12, 2025

The Lions Club requested in writing on Tuesday, February 11, 2025, that an addendum to the Lions Club 10 Year Contract be considered by the Park Board. This written request follows the procedures set forth in the existing contract for the addition of events to be considered by the Park Board.

The Lions Club is looking to temporarily utilize The Grove's Maple Room and Kitchen for their club meetings on:

March 3rd 2025 07:00 PM-09:00 PM
April 7th 2025 07:00 PM-09:00 PM
May 5th 2025 07:00 PM-09:00 PM
June 9th 2025 07:00 PM-09:00 PM

The total valuation of these rentals is \$360.00. The space is available and temporarily held pending board approval.

The attached addendum reflects the impact to the contract if approved.

DRAFT Amendment to the 2018 – 2027 Contract Between
The Village of Sussex and Sussex Lions Club

The agreement entered into on February 28, 2017 by and between the Village of Sussex and Sussex Lions Club is hereby amended as set forth.

WHEREAS, the 2018 - 2027 agreement between the Village of Sussex and the Sussex Lions Club only covers the use of Village facilities for the following events: Lion's Daze, Lion's Flag Football, Lioness Breakfast with Santa Lioness Blind Easter Egg Hunt, Lioness Blood Drives (not to exceed six per year) and Bold Bike Ride, and;

WHEREAS, the 2018 - 2027 agreement between the Village of Sussex and the Sussex Lions Club permits the Sussex Lions Club to replace a current event for a different event or add another event subject to the review and approval of the Park Board, and;

WHEREAS, on February 18, 2025 the Sussex Lions Club **received approval** from the Park and Recreation Board to host club meetings on Monday, March 3, 2025, Monday April 7, 2025, Monday, May 5, 2025, and Monday June 9, 2025, at The Grove Maple Room and Kitchen from 7:00pm-9:00pm and add these specific meeting dates and times to the standing agreement between the Village of Sussex and the Sussex Lions Club.

NOW, THEREFORE, BE IT RESOLVED by the Park and Recreation Board of the Village of Sussex, Waukesha Wisconsin, that the 2018 – 2027 agreement between the Village of Sussex and the Sussex Lions Club be amended as follows:

1. This agreement only covers the use of Village facilities for the following events: Lion's Daze, Lion's Flag Football, Lioness Breakfast with Santa Lioness Blind Easter Egg Hunt, Lioness Blood Drives (not to exceed six per year), Bold Bike Ride, and four (4) club meetings at The Grove Maple Room on the first Monday of the month of the year 2025 during the months of March, April, May, and June.



Village of Sussex Parks & Recreation
N64W23760 Main Street
Sussex, WI 53089
262-246-5200
info@villagesussex.org
www.villagesussex.org

PERMIT #2193

Authorized On: 02/11/2025 12:51 PM

Title: HELD: Lions Club Meetings

NOTE: HELD: Lions Club Meetings

Permit Holder
Sussex Lions Club
PO Box 22
Sussex, WI 53089

Primary Contact
Sussex Lions Club
PO Box 22
Sussex, WI 53089

Authorized Agent
Halie Dobbeck
262-246-5200
info@sussexwi.gov
www.villagesussex.org

RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
The Grove	Maple Room & Kitchen	Mon, Mar 3rd 2025	07:00 PM-09:00 PM	2.00	\$90.00
The Grove	Maple Room & Kitchen	Mon, Apr 7th 2025	07:00 PM-09:00 PM	2.00	\$90.00
The Grove	Maple Room & Kitchen	Mon, May 5th 2025	07:00 PM-09:00 PM	2.00	\$90.00
The Grove	Maple Room & Kitchen	Mon, Jun 9th 2025	07:00 PM-09:00 PM	2.00	\$90.00
				TOTAL:	\$360.00

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

By accepting this invoice, you acknowledge and agree that this permit serves as a legally binding agreement to pay the specified amount. Payment is due within 30 days of receipt or prior to the start of your rental, which ever comes first. Late payments will incur a 1.5% late fee for each month the payment is late.

If you have any questions, we are available in the office Monday-Friday 8am-4:30pm or we can be reached at info@sussexwi.gov.

WOLVERINE FIREWORKS DISPLAY, INC.

205 W. Seidlers Road
Kawkawlin, Michigan 48631
Phone: (989) 662-0121
Fax: (989) 662-0122

WISCONSIN WAREHOUSE:

Phone: (262) 968-4178

CONTRACT

This contract entered into this 2nd day of January, 2025, by and between WOLVERINE FIREWORKS DISPLAY, INC., hereinafter referred to as “**WOLVERINE**” A Michigan Company, duly licensed by the BATFE, and **Village of Sussex**, hereinafter referred to as “Sponsor”.

1. Wolverine agrees to furnish Sponsor, in accordance with the terms and conditions set forth herein, One (1) fireworks display as per this signed and accepted contract. This will include trained and qualified Pyrotechnicians to deliver, setup, execute and take down the pyrotechnic display.
2. Wolverine agrees to provide insurance coverage of Ten Million Dollars, Bodily Injury and Property Damage and the statutory limits for Worker’s Compensation Insurance. The Sponsor will be named as additional insured on the certificate. This insurance covers the operations of Wolverine only and does not extend to any other aspect of the event.
3. The date of this display is: **July 4th, 2025** at: **9:20pm** pm. In the event of inclement weather, the display will be rescheduled for the **next night July 5th, 2025** at no additional cost to the Sponsor (dates around the 4th of July are excluded unless approved by Wolverine). In the event the display is rescheduled to a date not the next night, there will be an additional 15% cost added to the contract amount to cover additional expenses involved. In the event the Sponsor does not choose to reschedule another date or cannot agree to a mutually convenient date, the Sponsor shall pay the Contractor an amount equal to 40% to cover Wolverine’s cost, damages, and expenses.
4. The cost of the display is: **\$21,000.00** plus tax (unless exempt). A deposit in the amount of: **\$10,500.00** shall be made upon signing of contract, no later than 90 days prior to display date. If the display is cancelled by sponsor after deposit is paid but prior to 30 days before the display, Sponsor will forfeit 25% of deposit. If display is cancelled by Sponsor 30 days prior to display or after, Sponsor will forfeit 100% of deposit.
5. The balance due shall be paid to Wolverine within 10 days following the display.
6. A 2.5% Hazardous Material Handling fee of **\$525.00** will be added to the invoice (based on the display cost) along with any permit fees paid by Wolverine. There will be a 1.5% late charge added to the invoice on any outstanding amount not paid in full by the agreed upon date.
7. Sponsor, at Sponsor’s expense, agrees to provide Wolverine with a suitable display site that meets the guidelines as set forth in NFPA 1123 and meeting the approval of Wolverine. All permits necessary for the display shall be the responsibility of the Sponsor. All necessary police, fire, and other appropriate protection necessary for proper crowd control, automobile parking, and display site security will be the responsibility of the Sponsor and in accordance with the provisions of NFPA 1123.
8. After the display, Wolverine will conduct a post display search of the area/fallout zone for any unexploded fireworks. Sponsor explicitly acknowledges that an early morning first light search of the Display Site as defined in NFPA 1123 is of utmost importance and the search will be conducted by the Sponsor. If any unexploded shells or devices are found, Wolverine will be contacted immediately to

properly disposed of said material. Wolverine will be responsible for the removal of all equipment provided by Wolverine. Sponsor will be responsible for any remaining cleanup that may be required after the display.

9. Sponsor agrees to defend and hold Wolverine harmless from and against all claims and any penalties, damages, and costs made against and/or incurred by Wolverine in the event (1) the display does not commence on the date and time contemplated by this contract or is otherwise disrupted because of equipment or product malfunction or failure, and/or (2) Sponsor's breach of its obligations under the contract.
10. The laws of the State of Wisconsin shall govern this contract. Nothing in this contract shall be construed as forming a partnership between the Sponsor and Wolverine. Neither party shall be held responsible for any agreements nor obligations not expressly provided for herein and shall be severally responsible for their own separate debts and obligations.
11. If Wolverine, in its sole determination, is unable to supply the size and type of fireworks proposed due to supply chain issues, Wolverine will substitute with fireworks of equal monetary value, in its sole discretion, if possible. If no such supply is available, Wolverine will refund Sponsor any deposit paid, and this agreement will be cancelled without penalty to Wolverine or Sponsor.
12. This contract constitutes the entire agreement between the parties and shall be binding on the parties, their heirs, executors, administrators, successors, and assigns.
13. Any Additional Provisions:

WOLVERINE FIREWORKS DISPLAY, INC.

VILLAGE OF SUSSEX

By:_____

By:_____

Date Signed:____/____/____

Date signed____/____/____

Address: 205 W. Seidlers Road
Kawkawlin, MI 48631
Gina@wolvdisplay.com

Address: N64W23760 Main Street
Sussex WI 53089

Phone: 262-246-5200 Office

Email: Halie Dobbeck
hdobbeck@villagesussex.org



N64W23760 Main Street
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Website: www.villagesussex.org

MEMORANDUM

To: Parks & Recreation Board
From: Jennifer Moore, Clerk/Treasurer
Re: Lawn Services Contract
Date: February 13, 2025

Lisbon Central Cemetery – Lawn Services Contract

The Village contracted with Al Moros last year to provide lawn services for the cemetery and were pleased with his services. He has indicated that will wishes to provide the same services for 2025 at a cost of \$200.00 per cut. Mr. Moros is asking for a \$25 per cut increase. Mr. Moros will be cutting the lawn once a week or on an as needed basis starting in April of this year and continuing until the grass goes dormant. Staff is confident that the lawn service costs will fall within our 2025 budget.

Staff recommends approval of the Lawn Services Contract.



This Lawn Service Contract (this “Contract”) is made effective as of February 25, 2025 between the Village of Sussex, N64W23760 Main Street, Sussex, WI 53089, and Al Moros, N68W26966 Silver Spring Drive, Sussex, WI 53089. In this Contract, the party who is contracting to receive the services shall be referred to as “Village of Sussex” and the party who will be providing the services shall be referred to as “Al Moros”.

NOW, THEREFORE, AND IN CONSIDERATION of the mutual promises and agreements contained herein, Village of Sussex contracts with Al Moros, and Al Moros agrees to provide Lawn Services, as an independent contractor to the Village of Sussex at the following location under the terms and conditions hereby agreed upon by the parties:

1. **DESCRIPTION OF SERVICES.** Beginning April 1, 2025 Service Provider will provide the following services (collectively, the “Services”):
 - a. Al Moros shall mow and trim the lawn in a competent and professional manner at the Lisbon Central Cemetery, N67W25479 Silver Spring Drive, Sussex, WI 53089, which comprises approximately 1.5 acres with gravestones and other structures.
 - b. The parties shall consult periodically concerning the length and appearance of the lawn.
 - c. Al Moros shall complete the mowing and trimming and on an as needed basis, but not more than once per week, in a manner consistent with Al Moros’s mowing and trimming of this property over the past several years. Each complete mowing and trimming event shall be known as a “Service Event”.
 - d. Al Moros shall maintain insurance for his vehicles, equipment, and personnel at Al Moros’s sole cost, a certificate of which shall be provided to the Village.
2. **PAYMENT OF SERVICES.** The Village of Sussex will pay compensation to Al Moros for the Services at the rate of \$200.00 per Service Event. Al Moros shall request payment from the Village of Sussex by invoice or other written request and Village of Sussex shall pay said request in a timely manner according to its customary payment practices.
3. **TERM/TERMINATION.** This contract shall terminate by November 1, 2025. The Agreement may be terminated by either party if 30 day written notice is given to the other party seeking termination of the contract. There is no penalty for early termination of the contract.

Al Moros

Date

Jennifer Moore, Clerk/Treasurer

Date



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

MEMORANDUM

To: Parks & Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Re: 2024 End of Year Fund Update
Date: February 3, 2025

2024 Facility Rental Revenues: \$ \$107,973.80

*See Packet for Details

2024 Sussex Area Service Club 10 Year Contract Year-End Balance: \$90,952

*There were no facility rentals by this club in 2024.

2024 Lions Club 10 Year Contract Year-End Balance: \$117,203

*2025 Blood Drives (\$2,400) and Lions Daze (\$7,010) are included in this balance.

*2024 Donation amounts are forthcoming and will impact the 2024 year-end balance.

Scholarship Fund | 2024 Year-End Balance: \$39,235.62

Year	# of Recipients	Amt. Issued	Total Usage	Yearly Fund Revenue
2024	33	\$7,425.00	\$4,206	\$5,704.00
2023	21	\$4,725.00	\$3,122.28	\$6,954.19*
2022	10	\$2,475.00	\$1,409.00	\$1,755.00
2021	9	\$2,025.00	\$1,577.32	\$3,754.94
2020	1	\$225.00	\$0.00	\$0.00
2019	16	\$3,375.00	\$1,768.93	\$1,683.39
2018	14	\$3,150.00	\$2,106.00	\$1,470.05

*Two special events contributed (last year of 5K, first year of Spooky)

2024 Tree Preservation Year-End Balance: Information is forthcoming.

2025 Village Board Authorized Expenses and Revenues pertaining to the Parks and Recreation Department:

Expenses

- Replacement – 11ft Mower
- Replacement – Zero Turn Mower
- Replacement – Picnic Tables (\$12,000 – Cash Capital)
- Replacement – Madeline Park Depot Roof and Gutters (\$20,000 – Cash Capital)
- Ongoing – Vista Run Park (Depreciation Funds Shifted from 2024 to 2025)
- Ongoing – Landscaping Solution for High Traffic Areas at The Grove (\$40,000 Cash Capital shifted from 2024 to 2025)
- New – Village Park Playground (\$250,000 Cash Capital)
- New – Park Shop Construction – out for bid
- New – The Ridge Construction – out for bid

2024 Facilities Usage Report

Ball Fields	2024 Bookings	Base Fees	2024 Total Revenue	2023 Total Revenue	2022 Total Revenue	2024 Notes
Armory Park Ball Field #1	86	\$40P/\$60G	\$4,450.00	\$4,060.00	\$3,540.00	
Armory Park Ball Field #2	80	\$40P/\$60G	\$4,380.00	\$3,860.00	\$3,040.00	
Armory Park Ball Field #3	65	\$40P/\$60G	\$3,200.00	\$3,640.00	\$2,640.00	
Armory Park Ball Field #4	61	\$40P/\$60G	\$2,985.00	\$3,150.00	\$2,860.00	
Village Park Ball Field #1 South	78	\$40P/\$60G	\$3,170.00	\$3,420.00	\$2,780.00	
Village Park Ball Field #2 Central	66	\$40P/\$60G	\$2,350.00	\$3,030.00	\$2,480.00	
Village Park Ball Field #3 North	66	\$40P/\$60G	\$2,680.00	\$2,780.00	\$2,425.00	
Village Park Hardball Diamond	93	\$40P/\$60G	\$4,180.00	\$4,440.00	\$2,940.00	
Village Park Lighted Diamond	98	\$40P/\$60G	\$3,680.00	\$3,830.00	\$3,030.00	
Ball Field Total	693		\$31,075.00	\$32,210.00	\$25,735.00	Jr. Chargers Tournament was a rain-out. Loss of \$5,400 revenue.
Facilities	2024 Bookings	Base Fees	2024 Total Revenue	2023 Total Revenue	2022 Total Revenue	2024 Notes
Armory Park Concession Stand with Shelter	11	\$75R/\$94NR	\$240.00	\$540.00	\$450.00	
Armory Park Open Air Shelter	5	\$40R/\$50NR	\$0.00	\$0.00	\$115.00	
Armory Park Soccer Fields	168	\$65/3hrs	\$4,570.00	\$3,000.00	\$3,170.00	August 2024 rate change from \$30 to \$65
Civic Center 1st Floor Meeting Room	7	\$0	\$0.00	\$60.00	\$140.00	No longer rentable to public in 2024
Civic Center 1st Floor Study Room	80	\$0	\$0.00	\$0.00	\$0.00	
Civic Center 2nd Floor Committee Room	116	\$0	\$0.00	\$0.00	\$0.00	
Civic Center 2nd Floor Meeting Room	222	\$0	\$0.00	\$0.00	\$0.00	
Civic Center Board Room	444	\$40R/\$50NR /hr	\$14,915.00	\$10,382.00	\$9,175.00	
Civic Center Community Room	792	\$40R/\$50NR /hr	\$16,625.00	\$20,365.00	\$13,640.00	Church withdrew contract in October 2024
Civic Center Craft Room	234	\$20R/\$25NR /hr	\$345.00	\$1,135.00	\$780.00	
Civic Center Dining Room	1226	\$0	\$0.00	\$0.00	\$0.00	
Civic Center Multipurpose Room	1227	\$80R/\$100NR /hr	\$4,675.00	\$4,890.00	\$3,769.76	
Civic Center Studio	930	\$20R/\$25NR /hr	\$50.00	\$0.00	\$120.00	
Madeline Park Train Depot	61	\$75R/\$94NR	\$2,423.00	\$2,517.00	\$3,074.00	
The Grove (Entire Building)	586	\$100R/\$126NR /hr	\$715.00	\$800.00	\$815.00	
The Grove Maple Room & Kitchen	289	\$45R/\$57/NR /hr	\$12,960.00	\$14,341.00	\$10,340.00	
The Grove Oak Room	396	\$55R/\$69NR /hr	\$10,626.80	\$10,791.00	\$11,162.00	
The Grove Splash Pad	30	\$50	\$900.00	\$1,050.00	\$800.00	
Village Park Circlemasters Green Space	31	\$25R/\$35NR	\$250.00	\$425.00	\$375.00	
Village Park Designated Green Space	8	\$25R/\$35NR	\$230.00	\$25.00	\$50.00	
Village Park Disc Golf Course	79	\$25R/\$32NR /3hrs	\$1,641.00	\$1,547.00	\$1,554.00	
Village Park Early Days Open Air Shelter	33	\$55R/\$69NR	\$155.00	\$335.00	\$484.00	
Village Park Lions Open Air Shelter	71	\$155R/\$184NR	\$4,283.00	\$4,045.00	\$4,964.00	
Village Park North Open Air Shelter	34	\$80R/\$100NR	\$735.00	\$915.00	\$1,115.00	
Village Park Concession Stand Shelter	20	\$45R/\$57NR	\$195.00	\$180.00	\$712.00	
Village Park Lion's Building	117	\$100R/\$125NR	\$365.00	\$125.00	\$425.00	
Facilities Total			\$76,898.80	\$77,468.00	\$67,229.76	
Grand Total			\$107,973.80	\$109,678.00	\$92,964.76	