



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
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**AGENDA  
VILLAGE OF SUSSEX  
PARKS & RECREATION BOARD  
6:30 PM TUESDAY, SEPTEMBER 19, 2023  
SUSSEX CIVIC CENTER – 1<sup>st</sup> FLOOR COMMUNITY ROOM  
N64W23760 MAIN STREET, 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 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 August 15, 2023, meeting
3. Review and Possible Action on Tree Removal in Tree Preservation Easement for Coldwater Creek, Gabrielle Woeltje, N77W23047 South Coldwater Cr.
4. Discussion and Possible Action on Beer Capitol Tree Mitigation Plan
5. Review of 2023 Summer Park and Recreation Accomplishments
6. Comments from Citizens Present
7. Village Administrator's Report
  - a. Review of Requested Ball Field Construction Data
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, AUGUST 15, 2023  
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, Mike Waltz, Nadine Coenen, and Kelly Tetting

Members Excused: Chris Kostka

Staff Present: Park & Recreation Director, Halie Dobbeck

**2. Consideration and action on minutes from the June 20,2023, meeting.**

Motion by Vojtas, seconded by Waltz to approve the minutes as presented.

Motion carried 6-0.

**3. Tree Preservation Easement for Hidden Hills**

Dobbeck presented Gilbertson's memo regarding the request from Michale and Sharon Hilgart, N75W23862 High Ridge Ct., for removal and treatment of trees in the Tree Preservation Easement. Motion by Fourness, seconded by Coenen to approve the plan as presented.

Motion Carried 6-0.

**4. Parks and Open Space Plan Review of Chapters 1-3**

Dobbeck provided an initial recap of the process thus far in the Park and Open Space Plan and then introduced Robbie Robinson of the South Eastern Wisconsin Regional Planning Commission (SEWRPC) to overview the chapters. Chairman Fourness requested that the project involving the daylighting of the Sussex Creek by Kneiske Dr. be added to the plan.

**5. Coldwater Creek Park Plan**

Dobbeck provided a brief overview of the June 20<sup>th</sup> neighborhood meeting and then presented the rendering of the park utilizing the feedback from the neighborhood meeting which included the addition of an accessible gaga ball pit.

A motion was made by Fourness and seconded by Tetting to suspend the meeting rules and allow for public comment.

Motion Carried 6-0.

Dave Johnson

W230N7945 Bluebill Drive.

Expressed concern about sand in the gaga ball pit.

Dobbeck explained that the bottom of the gaga ball pit is rubber matting with holes so any sand in the pit should fall through and not cause an issue.

Matt Kamenick



W231N7902 Martin Ct.

Feels that the addition of the gaga ball pit meets all needs by keeping the sand and added gaga ball. Suggested stone blocks be put around the sandbox to add seating to the area.

Greg Bodensteiner

W231N7866 Martin Ct.

Was not sure how much kids will use a gaga ball pit.

A motion by Fourness, seconded by Tetting to resume meeting rules and suspend public comment about the park.

Motion Carried 6-0.

Dobbeck stated the intention is to complete this park's updates Fall 2023 but may need to finish some items up in Spring 2024.

A motion by Vojtas, seconded by Trustee Wells to recommend to the Village Board the approval of the Coldwater Creek Park Plan as presented.

Motion Carried 6-0.

## **6. Comments from Citizens Present**

John Barnes

Representative for the Sussex Cardinals Baseball Club that plays in Village Park

Barnes complimented Parks and Recreation staff on always being accommodating to field concerns. Barnes is concerned about the lack of allocation of resources to the fields, especially the Hardball Diamond in Village Park. Barnes stated that SLYBA used over 50 times this season, Jr. Chargers over 50 times, and the Sussex Cardinals 10 times. It was impossible for the Cardinals to make up rainout games because the field was booked solid – their rainout make ups had to happen in other communities. Barnes said that due to conditions of the field, they almost lost the ability to host playoff games. Barnes said that staff were able to get things ready for the playoffs and they were able to hose. Barnes stated that the biggest issue is that the other clubs do not know how to maintain the mound, and it needs to be better cared for. Barnes ended by stating that building fields is a present need, not something that can be done down the road.

## **7. Park & Recreation Director's Report**

-Fall registration opened for Residents on Monday August 7. This is the largest registration enrollment week we have seen in the department. Spooky Sussex has a capacity of 1,800 tickets this year and only has 300 spots left.

-Nancy A. Whalen Trail in Prides Crossing has been successfully base-mulched using the trees we took down this past winter.

-The Eagle Scout working on the Armory Park Dugouts has started the installation phase of his project. A1 and A2 dugouts will have shade very soon.

-Melinda Weaver Construction is progressing nicely. The contractor has a few items to finish up prior to completing this park project. We are hoping to open in September and have the courts remain open play for the duration of this season. We will announce on our website and social media when the park is open for play.

-We're working with the Pickleball Advisory Committee on a restructure of rec-offered pickleball programming for 2024 to accommodate more players and provide opportunities for skill growth for new and loyal Sussex Rec players.

-We had a successful ball field rental season with a few teams still practicing a bit yet. With little to no rain all season, the parks team worked incredibly hard to prep fields every single day.



Additionally, we hired a summer seasonal who did weekend ball preparation to lessen the burden on our on-call Park staff and their weekend responsibilities.

-We hired a cleaning company to clean the Grove on Friday nights between Day Camp and weekend rentals. We believe this worked incredibly well and aided in “flipping” the building between two different high uses. The Grove collected over \$16,500 in rental fees this summer. Dobbeck also Provided a 2024 Budget Update as a part of the report.

#### **8. Topics for Future Agenda Items**

Waltz requested that we explore field expansion with the school district and understand if that’s a possibility. Waltz also asked for a ballpark figure for a new ball park build.

Tetting requested to know the cost of a turf infield.

Fourness requested to know how to address the Village Board about ball field needs and substantial funds for updating fields or a timeline for building new fields. Fourness also asked for a “birds eye view” of the Capital 2040 plan and where the village is at with land acquisition.

#### **9. Adjournment**

Motion by Waltz, seconded by Vojtas to adjourn at 8:08 p.m.

Motion carried 6-0.

Respectfully Submitted,  
Halie Dobbeck  
Park & Recreation Director





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## MEMORANDUM

To: Park and Recreation Board

From: Gabriel Gilbertson, Community Development Director

Re: Tree removal in Tree Conservation Easement for Coldwater Creek  
Gabrielle Woeltje, N77W23047 South Coldwater Cr.

Date: 9/12/2023

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The Coldwater Creek Subdivision was approved with a Tree Conservation Easement on the Plat and in the Deed Restrictions. The restriction regarding the removal of trees within the conservancy preservation easement reads as follows:

3. The removal or destruction of any vegetative cover, i.e., trees, shrubs, grasses, etc. shall be prohibited with the exception of the removal of dead, diseased or dying vegetation at the discretion of the landowner, or silvicultural thinning upon the recommendation of a forester or naturalist and the approval of the Waukesha County Department of Parks and Land Use.

The homeowner hired A New Leaf Tree Service to identify 2 trees they wish to remove. A narrative and a map showing the locations of the trees is attached. Tree No. 1 located within the conservancy easement is described as starting to die with a dead limb that could fall on the deck and house. The homeowner is requesting to remove this tree. Tree No. 2 is not located in the conservancy easement and does not need Village approval to remove.

### **Policy Question:**

1. Should the owners be allowed to remove the identified dead, diseased/dying trees, shrubs, and invasive species?
  - a. Staff understands the desire for removal of the dead/dying trees to prevent potential damage to the owner's property, however; Staff believes the intent of the Tree Preservation Area is to have an undisturbed natural area and undergrowth, dead trees, etc. are all part of a natural wooded area. While the applicant's request is understood, it should be balanced with what the intent of the tree preservation area is and if it will set a precedence moving forward with other properties that abut the tree preservation.

### **Action item:**

1. Act on the request.

**Staff recommends:** Staff recommends approval of the removal of tree identified on the survey in the Tree Preservation Easement area at N77W23047 South Coldwater Cr.

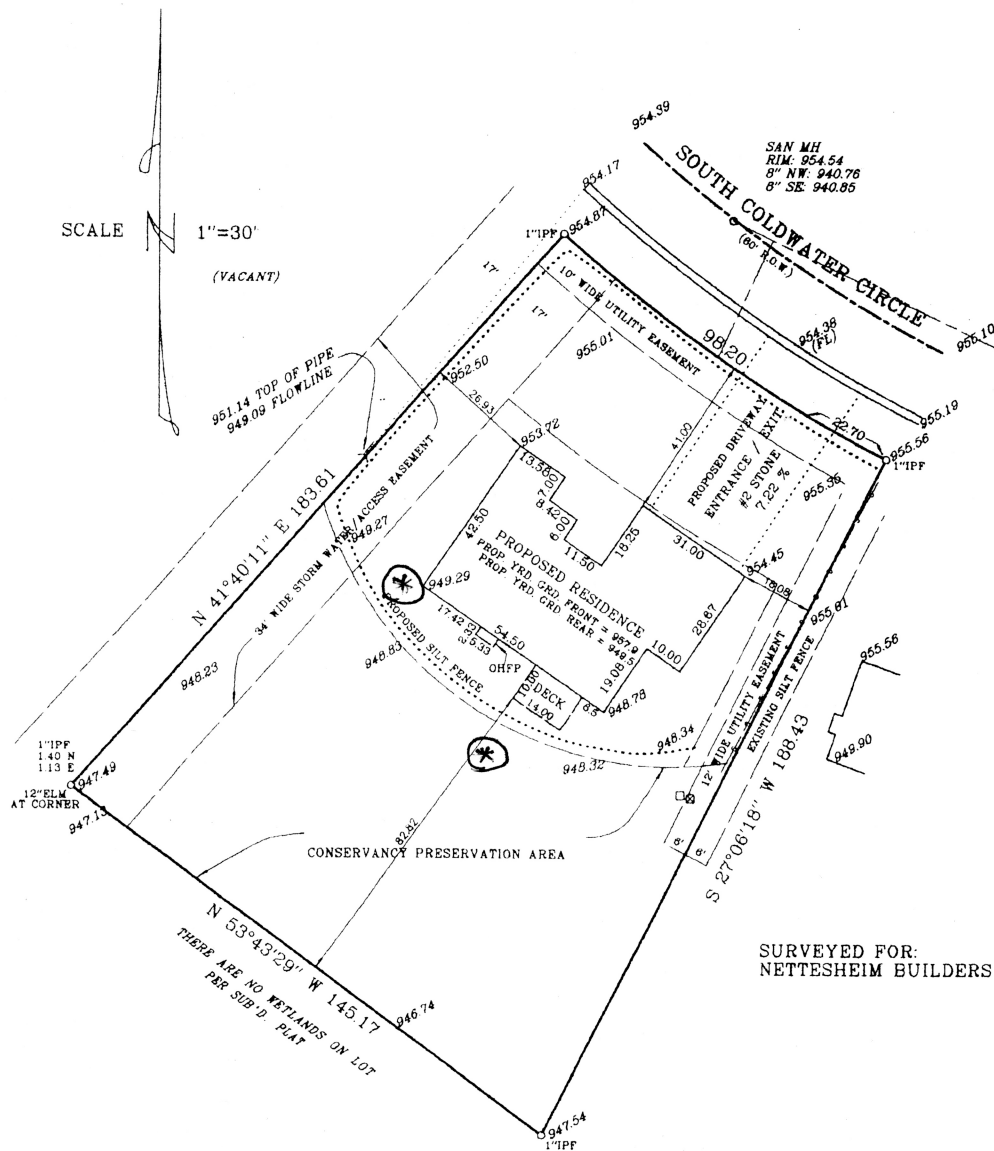


MARCH 19, 2007  
 APRIL 18, 2007 REV.  
 MAY 16, 2007 REV.  
 MAY 22, 2007 REV.  
 JUNE 4, 2007 REV.

# PLAT OF SURVEY

LI-6683-W

Lot 197, Coldwater creek - Phase 5, Being a subdivision of part of the Northeast 1/4 and Southeast 1/4 of the Northeast 1/4 of section 14, and a part of the Northwest 1/4 and Southwest 1/4 of the Northwest 1/4 of section 13, Township 8 North, Range 19 East, in the Village of Sussex, Waukesha County, Wisconsin.



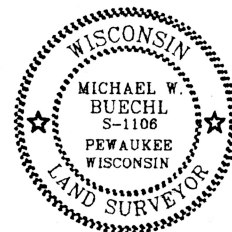
SURVEYED FOR:  
 NETTESHEIM BUILDERS

SURVEYED BY  
 MICHAEL W. BUECHL, INC.  
 233 OAKTON AVE.  
 PEWAUKEE, WISCONSIN 53072  
 PHONE  
 1-262-691-4444  
 FAX  
 1-262-691-4465

I have surveyed the above described property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all visible structures thereon, fences, apparent easements, roadways and visible encroachments.

This survey is made for the exclusive use of the present owners of the property, also those who purchase, mortgage or guarantee the title thereto, within one year from date hereof, and to them I warrant the accuracy of said survey and map.

*Michael W. Buechl*  
 REGISTERED LAND SURVEYOR NO S-1106  
 STATE OF WISCONSIN







## ESTIMATE #2004

**SENT ON:**

Aug 17, 2023

**RECIPIENT:****Gabrielle Woeltje**

N77W23047 South Coldwater Circle

Sussex, Wisconsin 53089

Phone: 414-567-9321

**SENDER:****A New Leaf Tree Service**

PO Box 509

Sussex, WI 53089

Phone: (262)370-5357

Email: anewleaftree@yahoo.com

Website: www.anewleaftreeservice.com

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Notes To Customer	Tree #1 - Upon inspection of the 2 lead linden tree in the conservancy across from stairways to the deck behind the house, I found the following: (a) 1 entire lead of the tree is dead. (B) the remaining lead of the tree is starting to die off at the top and there is decay in the remaining lead of the tree. If the remaining lead fails from the decay, it would most likely fall on the deck and house.	1	\$0.00	\$0.00
Notes To Customer	Tree #1 - Picture of top of tree showing that it's dying.	1	\$0.00	\$0.00
Notes To Customer	Tree #1 - Picture of decay in the lead of the tree that still has some life in it.	1	\$0.00	\$0.00
Notes To Customer	Tree #2 - On an American elm behind an oak at the right half of the back of the house, due to the elm encroaching on the house as well as the elm limb rubbing against the oak, we plan on removing the limb that encroaches on the house over the winter months (when it's safe to prune an oak or elm).	1	\$0.00	\$0.00
Notes To Customer	Tree #2 - Here's a picture of the wound on the limb that is rubbing on the oak. This rubbing opens both trees up to getting oak Wilt and Dutch Elms Disease. The limb is also weakened where the rubbing occurred so the limb will fail at some point.	1	\$0.00	\$0.00





# ESTIMATE #2004

SENT ON:

Aug 17, 2023

**\*\*ALL PAYMENTS ARE DUE UPON COMPLETION, UNLESS OTHERWISE NOTED, WE ACCEPT VISA, MASTERCARD, CHECK OR CASH\*\***

All material & work is guaranteed to be as specified in the above work to be performed in accordance with the specifications submitted for the above work and completed in a substantial workman like manner for the summer listed above. A New Leaf Tree Service understands that situations & conditions change. This, therefore allows the customer and NLTS to cancel the contract if needed. NLTS is responsible for contacting Diggers Hotline & overhead utilities, but is not responsible for anything Diggers Hotline will not locate. Namely, underground electric wires to garage & or lamp post wires and sprinkler systems. Customer grants permission for use of company vehicles & equipment to drive on property when necessary to complete contract work. NLTS is not responsible for lawn damage occurring from tree work. During emergency storm work, NLTS cannot be responsible for further damage to property. A finance charge standard of 1.5%/month, which is an annual percentage of 18% will be assessed to delinquent balances.

The above prices, specifications & conditions are satisfactory & hereby accepted. You are hereby authorized to do the work described herein as specified. Payment will be made as requested and outlined above. Any altercation, alteration or deviation from the above specifications involving extra charge over & above the estimate proposed. All agreements are contingent upon strikes, accidents, or delays beyond our control.

<b>Subtotal</b>	\$0.00
<b>Sales Tax (5.0%)</b>	\$0.00
<b>Total</b>	<b>\$0.00</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

















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## MEMORANDUM

To: Park and Recreation Board

From: Gabriel Gilbertson, Community Development Director

Re: Beer Capitol Building Expansion

Date: September 12, 2023

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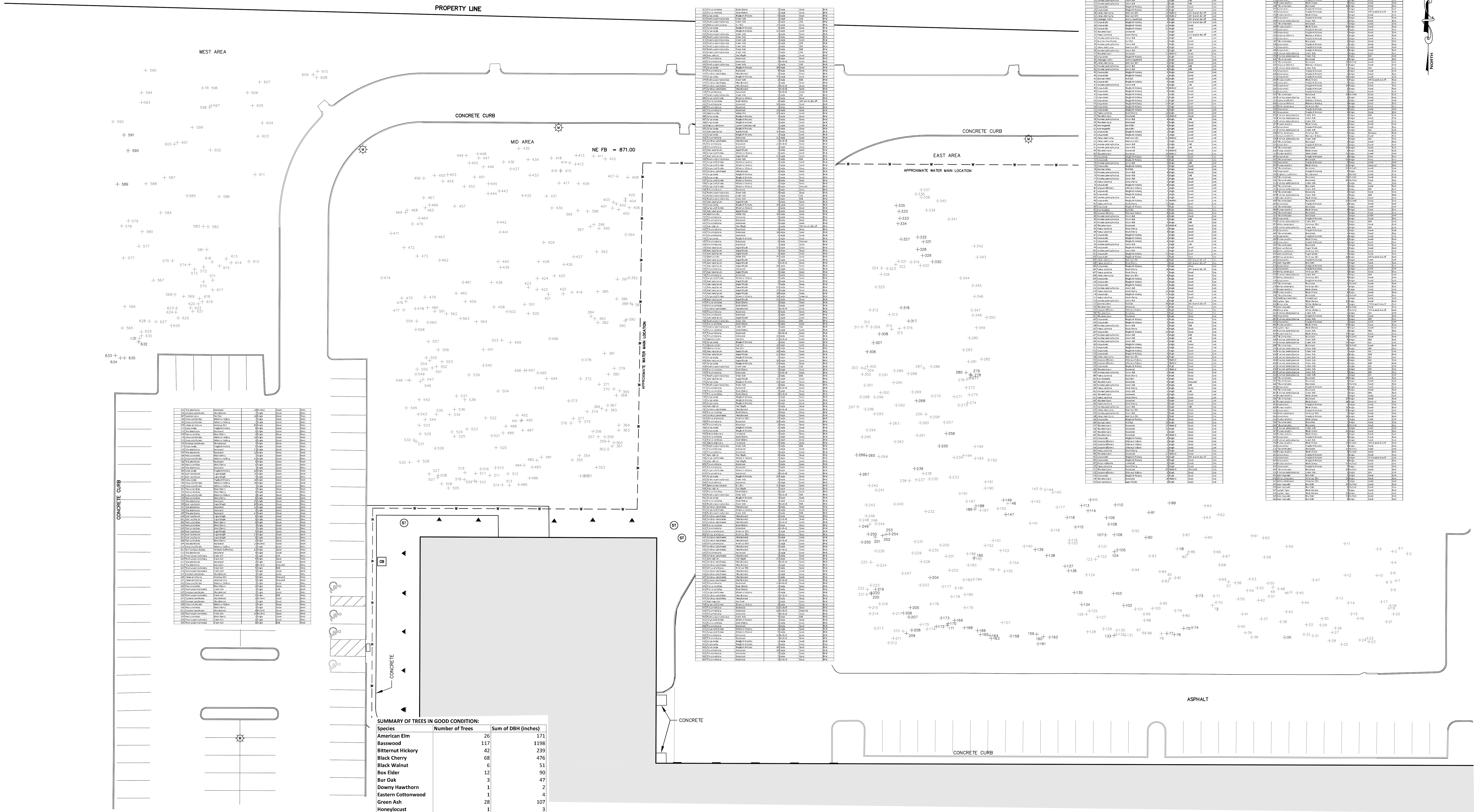
Beer Capitol has submitted plans to the Village for a Conditional Use Permit amendment for an approximate 98,500 square foot loading dock and warehouse expansion at its facility located at W222N5700 Miller Way. To accommodate the building expansion, two parking areas will be expanded to offset the stalls being lost. These two parking areas will eliminate two wooded areas on the subject property; resulting in a tree mitigation plan needing to be approved.

According to the tree inventory submitted, the developer is proposing to remove a total of 3,947 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 165 inches. The remaining number of inches to be mitigated would be 3,386 or roughly 2,257 trees at a 1.5" caliper.

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 tree mitigation donation is capped at \$100,000 and the amount to plant the remaining trees would far exceed that cap, therefore, the developer would be required to submit the donation to the Village in the amount of \$100,000.

**Staff recommends:** Staff recommends the Park and Recreation Board approve the tree preservation and mitigation plan for Beer Capitol and require the onetime payment of \$100,000.





NOTES:

1. TREES IN GOOD CONDITION ARE LABELLED AS GOOD OR 25% BRANCH DIE-OFF. ALL OTHER CATEGORIES—DISEASED, EAB, 50% OR GREATER BRANCH DIE-OFF, SOME ROT WOULD BE CONSIDERED TO BE IN BAD CONDITION. INVASIVE TREES INCLUDING COMMON BUCKTHORN AND NORWAY MAPLE WERE NOT SURVEYED. MANY OF THE TREES WERE MULTI-TRUNKED. THE NUMBER OF TRUNKS AT BREAST HEIGHT WERE RECORDED. 2 IS MULTI +2, ETC. ALL TRUNKS WERE MEASURED AND THE SUM WAS REPORTED FOR DBH.

2. THE TREE ID# CORRESPONDS TO THE TREE NUMBER LABELLED IN THE FIELD AND RECORDED IN THE SURVEY.

3. SURVEY WAS COMPLETED BY K. SHERFINSKI ON JULY 18, 20 AND 21, 2023.

4. 634 TREES TOTAL.

5. 530 HARDWOOD TREES IN GOOD CONDITION.

6. THE FOREST IS AN UPLAND HICKORY—BASSWOOD FOREST.

SUMMARY OF TREES IN GOOD CONDITION:		
Species	Number of Trees	Sum of DBH (inches)
American Elm	26	171
Basswood	117	1198
Bitternut Hickory	42	239
Black Cherry	68	476
Black Walnut	6	51
Box Elder	12	90
Bur Oak	3	47
Downy Hawthorn	1	2
Eastern Cottonwood	1	4
Green Ash	28	107
Honeylocust	3	1
Ironwood	3	18
Kentucky Coffeetree	1	12
Musclewood	34	130
Red Maple	6	49
Red Oak	8	146
Shagbark Hickory	135	824
Sugar Maple	35	316
White Oak	3	64
Grand Total	530	3947

Area	Sum of DBH (inches)
East	2111
Mid	1308
West	528
Grand Total	3947

SURVEY DATUM:  
COORDINATES ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (WCSCS) WAUWATOSA COUNTY: NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT (NAD83(2011)). NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88(2012)). USING THE WISCONSIN CONTINUALLY OPERATING REFERENCE STATIONS (WISCORS & GEOID 12A).

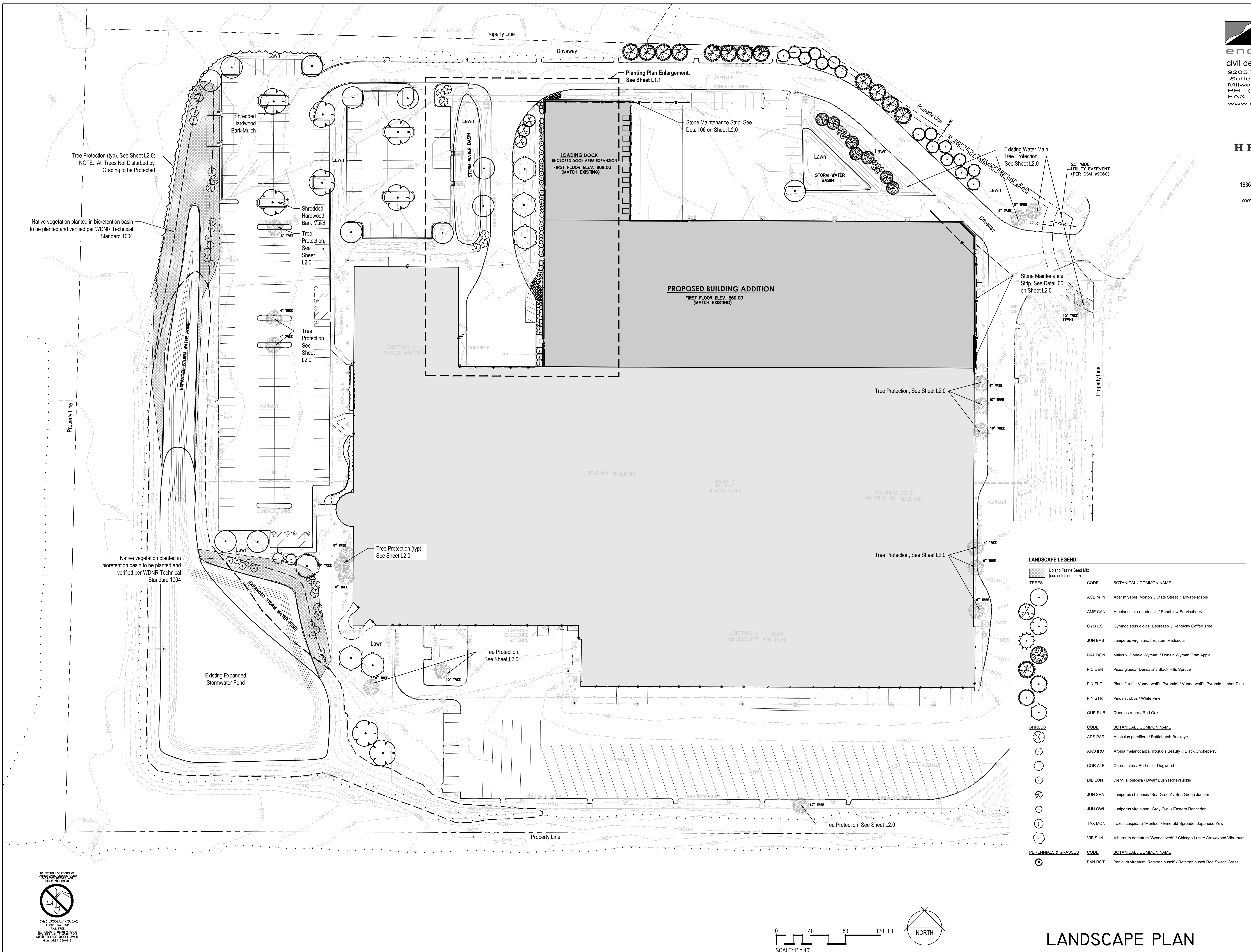
## TREE INVENTORY MAP

FOR

**BEER CAPITOL**  
W222NN5700 MILLER WAY  
SUSSEX, WI

DRAWN BY:	<b>RAP</b>	DATE:	<b>07/26/2023</b>
CHECKED BY:	<b>MJB</b>	DRAWING NO.:	<b>EC-TREE</b>
CSE JOB NO.:	<b>23-072</b>	SHEET	<b>SV-2.0</b>









# 2

**Summer Dance Parade  
Performances**  
4<sup>th</sup> of July Bike Parade  
Lions Daze Parade



# 23

**Artisan Vendors at the  
Main Street Block Party**  
-Estimated 1,500  
attendance





# 3

## Eagle Scout/Gold Star Projects Completed

- Nancy A Whalen Trail Signage
- Little Free Libraries Built and Installed (in Sussex and Lisbon)
- Dugout Shelters at Fields 1 &2 in Armory Park



In Progress





# 213

**Unique Summer Day Camp Participants  
Over 1,100 Registered Weeks of Camp**  
10 weeks of camp with a 115-person capacity  
2022: 200 Unique Participants





# 6

## **New Pickleball Courts added to Melinda Weaver Park**

-In addition to 1 Tennis Court, 1 Full-Court Basketball

-Pictures are from our first day open, 9/1/23





# 1,000

**Attendees at July Pints in the Park- Armory Park**

-Partnership with SFD for a pop-up splash pad



# 10

## **Dump Truck Loads of Mulch**

Were Spread on the Nancy A. Whalen Trail this Summer by our Seasonal and Full Time Parks Staff -Mulch was from dead Ash trees our team took down this past winter







# 600

## **Ice Cream Sandwiches**

Were handed out at The Grove after the  
4<sup>th</sup> of July Kiddie Parade



# 208

**Splash Pad Chemical Checks** were completed by Parks Staff to ensure the Splash Pad was operating within state codes and functioning as intended.







# 75

**Planted Flower Baskets**  
were created at our  
Adults Over 50 Plant  
and Sip Event.



# 3

**Shade Structures** were installed at The Grove Splash Pad prior to the start of Summer





# 12

**acres of land acquired**

for a park in Vista Run Subdivision

-Design concept will be discussed in more depth at the October Park Board Meeting





# 53

## **root beer floats**

handed out at our July Adults over 50  
Lobby Party

-Lobby Parties have become a great way to casually connect with our Adults over 50 to learn about programs/events they'd like to see offered. It also provides an excellent opportunity for them to socialize.





# 80



**volunteer coaches** for our Pint Size Sports Program including:  
Soccer, T-ball, Coach Pitch, and Flag Football  
-334 kids participated in 2023, up from 265 kids in 2022





# .20

**Miles of Trail Connection** from Vista Run Subdivision to Prospect Circle (near Froedert) connecting Vista Run subdivision to Hwy. 164



# 86

**dancers in our first Summer Sunshine Dance Program**

-10 weeks of instruction with a recital at the Lions Open Air Pavilion

-Estimated 250 people attended the recital





# 1

**new drinking fountain** was installed at Prides Crossing Park in conjunction with the neighborhood road project.





# \$4,725

**in scholarship funds**

have been issued to Sussex Residents as of September 2023.

