



N64W23760 Main Street  
Sussex, Wisconsin 53089  
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**AGENDA  
VILLAGE OF SUSSEX  
PARKS & RECREATION BOARD  
6:30 PM TUESDAY, OCTOBER 17, 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 September 19, 2023, meeting
3. Comments from Citizens Present
4. Review and Possible Action on Tree Removal in Tree Preservation Easement for Hidden Hills, Christian Coulis, W237N7482 Sedge Haven Ct
5. Discussion and Possible Action on Vista Run Subdivision Park Plan
6. Park and Recreation Director Report
7. Topics for Future Agenda Items
8. Adjournment

Robert Fourness  
Chairperson

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Jeremy Smith  
Village Administrator

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM THE FINANCE COMMITTEE AND  
ARE SUBJECT TO CHANGE UPON APPROVAL OF THE COMMITTEE**

**VILLAGE OF SUSSEX**

**PARK AND RECREATION BOARD**

**6:30 PM TUESDAY, SEPTEMBER 19, 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, Chris Kostka, and Kelly Tetting

Members Excused: None

Staff Present: Village Administrator, Jeremy Smith

**2. Consideration and action on minutes from the August 15, 2023, meeting.**

Motion by Tetting, seconded by Wells to approve the minutes as presented.

Motion Carried 7-0.

**3. Tree Removal in Tree Preservation Easement for Coldwater Creek**

Motion by Waltz, seconded by Tetting to approve the plan for tree removal in Tree Preservation Easement for Coldwater Creek, Gabrielle Woeltje, N77W23047 South Coldwater Cr.

Motion Carried 7-0.

**4. Beer Capital Tree Mitigation Plan**

Motion by Waltz, seconded by Coenen to approve the Beer Capitol Tree Mitigation Plan.

Motion Carried 7-0.

**5. Review of 2023 Summer Park and Recreation Accomplishments**

Jeremy Smith gave a presentation about the 2023 Summer Park and Recreation accomplishments.

**6. Comments from Citizens Present**

Jerry Schilter thanked the Park and Recreation Board for the Melinda Weaver court project. Karel Vondrak was concerned about noise starting at 7:15 a.m.

**7. Village Administrator's Report**

**8. Topics for Future Agenda Items**

**9. Adjournment**

Motion by Vojtas, seconded by Wells to adjourn at 7:11 p.m.

Motion Carried 7-0.

Respectfully Submitted,  
Jeremy Smith  
Village Administrator

DRAFT



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## MEMORANDUM

To: Park and Recreation Board

From: Gabriel Gilbertson, Community Development Director

Re: Tree removal in Tree Conservation Easement in Hidden Hills Subdivision  
Christian Coulis, W237N7482 Sedge Haven Ct

Date: 10/9/2023

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The Hidden Hills Subdivision was approved with a Tree Preservation Easement on the Plat and in the Deed Restrictions. The restriction reads as follows:

1. The removal or destruction of any vegetative cover, i.e., trees, shrubs, grasses etc. is prohibited, with the exception that dead, diseased or dying vegetation may be removed, at the discretion of the landowner and with approval from the municipality in which this land is located. Silvicultural thinning, upon the recommendation of a forester or naturalist and with approval from the municipality in which the land is located, shall also be permitted. The removal of any vegetative cover that is necessitated to provide access or service to an approved residence or accessory building shall be permitted only when the access or service cannot be located outside of the Tree Preservation Easement and with the approval of the municipality in which this land is located.
2. Grading, filling and removal of topsoil or other earthen material are prohibited unless specifically authorized by the municipality in which this is located.
3. The introduction of plant material not indigenous to the existing environment is prohibited unless specifically authorized by the municipality.

The homeowner hired Wachtel Tree Science, Inc. to identify 7 trees they wish to remove. A narrative and a map showing the locations of the trees is attached. The first picture is the proposed Cherry Tree they wish to remove (tree no. 2 on the map). The remaining pictures are of the various Ash Trees. Tree No. 7 is said to be located on the neighboring property and was not marked for removal per the narrative from Wachtel. Staff cannot permit the resident to remove trees located on adjacent properties.

### **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 otherer properties that abut the tree preservation.

**Action item:**

1. Act on the request.

**Staff recommends:** Staff recommends approval of the removal of trees numbered 1 through 6 identified on the survey in the Tree Preservation Easement area at W237N7482 Sedge Haven Ct.

www.healthytrees.com



Info@wachteltree.com

Mr Christian Coulis  
W237N7482 Sedge Haven Ct  
Sussex, WI 53089

**Proposal Date:** 9/12/2023

**Job Name:** Coulis 20230912

**Client #:** 233416

**Work Site:** W237N7482 Sedge Haven Ct  
Sussex, WI 53089

**Your Arborist:** Kyle Babicky

**Cell Phone:** 262-337-0421

(X)	Description	Price
<input type="checkbox"/> 1	<b>Emerald Ash Borer - Initial Trunk Injection</b> <b>September 2023</b> Ash 10" (back right-center, approx 5ft into woods, behind apple tree) - trunk injection of emamectin benzoate to help deter emerald ash borer larval feeding, effective for a two year period	\$195.00
<input type="checkbox"/> 2	<b>Removal - Tree</b>  <b>Ash 18" (back left in woods near path)</b> *Remove to a 3-4ft tall spar to retain animal feeder attached to trunk - Reason for removal: dead - How tree is identified for removal: pink ribbon  <b>Cherry 11"/10" (back left at edge of woods)</b> - Reason: declining, back half dead - How tree is identified for removal: pink ribbon  <b>Ash 9" (back center, approx 8ft into woods)</b> - Reason: dead - How tree is identified for removal: pink ribbon  <b>2 Ash 8", 7" (back right near edge of woods)</b> - Reason: dead - How tree is identified for removal: pink ribbon  - Remove above tree(s) to near ground level, includes removal of resulting wood and brush - Anticipated time frame for completion: approximately <u>3</u> months after approval	\$3,847.00
<input type="checkbox"/> 3	<b>Removal - Tree</b>  <b>2 Ash 5", 4" (back left-center, just right of Cherry 11"/10")</b>	\$1,071.00



PO Box 716, Merton, WI, 53056 Phone: 262.538.1900 Fax: 262.538.1412



- Reason: dying
- How tree is identified for removal: pink ribbon

**2 Ash 3", 4" (back center, just right of Ash 9")**

- Reason: dead
- How tree is identified for removal: pink ribbon

**Ash 3" (back right near edge of woods, right of 2 Ash 8", 7")**

- Reason: dead
- How tree is identified for removal: pink ribbon

**2 Ash 6", 7" (back right, neighbor's property)**

- Reason: dead
- How tree is identified for removal: \*not marked as of 9/11/23 due to being on neighbor's property

- Remove above tree(s) to near ground level, includes removal of resulting wood and brush

**\*priced as add-on to larger tree removals**

To place an order, indicate your selections, sign and return one copy, or you can call 262-538-1900, fax or email to order. As always, you can contact us for information about any pesticide; including name, label, timing and contact person.

Click here to review our [Terms and Conditions](#)

Subtotal: \$5,113.00  
Tax: \$255.65  
Total: \$5,368.65

Sincerely,

**Kyle Babicky**

Board Certified Master Arborist, WI-0889B  
kbabicky@wachteltree.com

\_\_\_\_\_  
**Customer Signature**

Email: christiancoulis@gmail.com

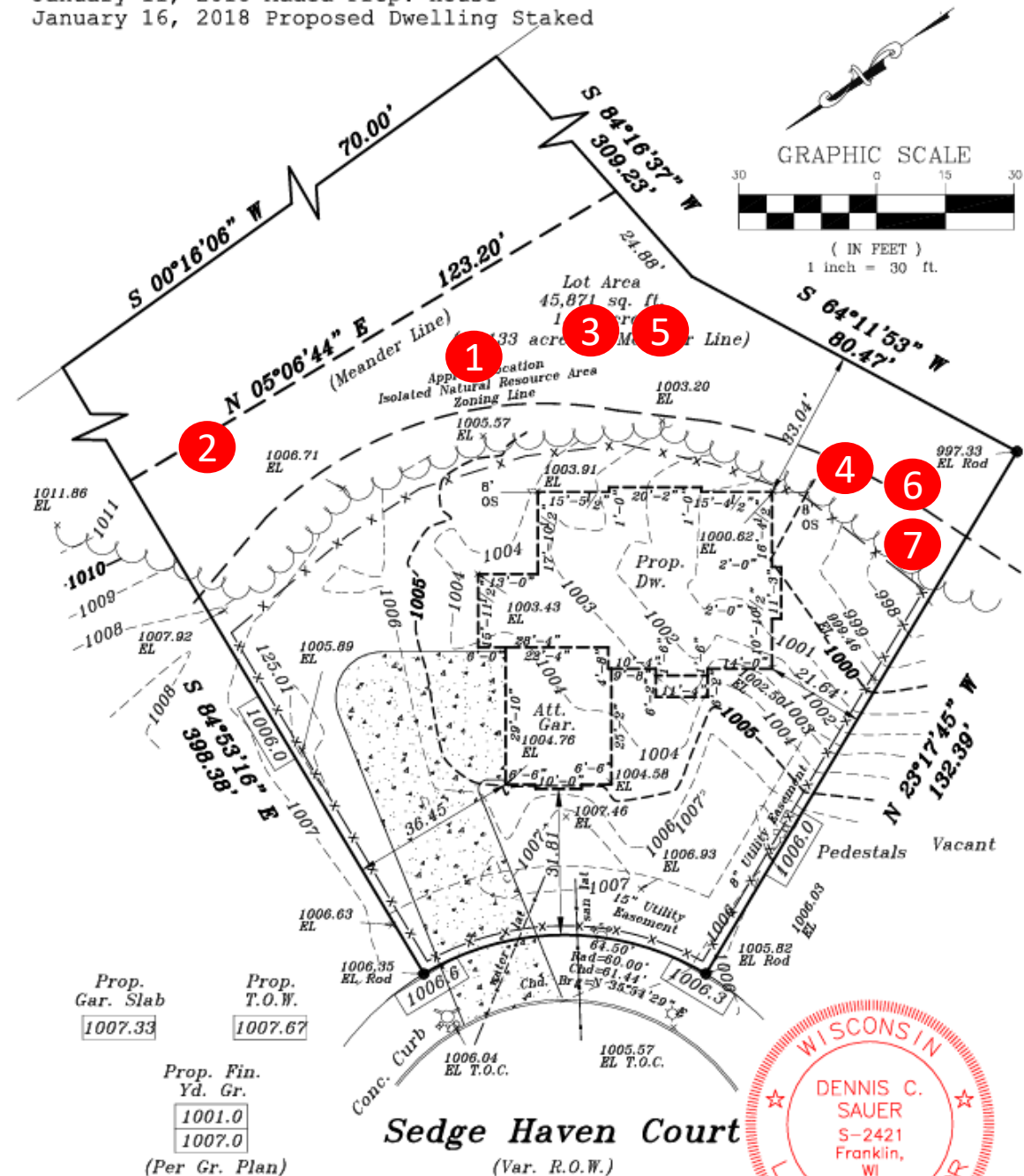
\_\_\_\_\_  
**Date**



January 3, 2018 (Drawing Only)  
 January 11, 2018 Added Prop. House  
 January 16, 2018 Proposed Dwelling Staked

Survey No. 108969

- 1 **Ash 18" (back left in woods near path)**  
 \*Remove to a 3-4ft tall spar to retain animal feeder attached to trunk  
 - Reason for removal: dead  
 - How tree is identified for removal: pink ribbon
- 2 **Cherry 11"/10" (back left at edge of woods)**  
 - Reason: declining, back half dead  
 - How tree is identified for removal: pink ribbon
- 3 **Ash 9" (back center, approx 8ft into woods)**  
 - Reason: dead  
 - How tree is identified for removal: pink ribbon
- 4 **2 Ash 8", 7" (back right near edge of woods)**  
 - Reason: dead  
 - How tree is identified for removal: pink ribbon
- 5 **2 Ash 3", 4" (back center, just right of Ash 9")**  
 - Reason: dead  
 - How tree is identified for removal: pink ribbon
- 6 **Ash 3" (back right near edge of woods, right of 2 Ash 8", 7")**  
 - Reason: dead  
 - How tree is identified for removal: pink ribbon
- 7 **2 Ash 6", 7" (back right, neighbor's property)**  
 - Reason: dead  
 - How tree is identified for removal: \*not marked as of 9/11/23 due to being on neighbor's property



Let's plan a

# PARK IN VISTA RUN





# PARK FACTS

SUBDIVISION LOCATED BEHIND  
KOHLS/SHOPKO BUILDING

11 ACRE PARK  
SURROUNDED BY HOMES

ASPHALT WALKING TRAIL  
CONNECTS PARK TO PROSPECT  
CIR. (HWY 164)



# NEIGHBORHOOD PARK TYPICAL AMENITY CONSIDERATIONS

- PLAY EQUIPMENT
- DRINKING FOUNTAIN
- OPEN FIELD SPACE
- PICNIC TABLES/BENCHES
- TREES



# CONCEPT



7 ACRES OF PRAIRIE

CRUSHED LIMESTONE MULTI-USE TRAIL LOOP

PLAY "PODS"

TREE BOUNDARY BETWEEN PRIVATE AND PUBLIC LAND

OPEN GRASS FIELD



# PRAIRIE



# NATURAL PLAY PODS

Wooden/natural-appearing play  
components to echo the natural space  
surrounding the play pods.



# MULTI-USE TRAIL

