



NEW RESIDENT GUIDE

2025

WELCOME

The Village of Sussex is dedicated to maintaining a small town atmosphere and continuing its commitment to improving the safety, welfare, and quality of life for our citizens.

This is accomplished by providing responsive public services at a low cost, ensuring adequate supply of quality housing, attracting quality jobs for our residents and providing development and other economic opportunities for both existing commercial and industrial business owners and future entrepreneurs.

MAILING ADDRESS

Sussex Civic Center
N64W23760 Main Street
Sussex, WI 53089

TELEPHONE

(262) 246-5200

FAX

(262) 246-5222

WEBSITE

www.villagesussex.org

EMAIL

info@sussexwi.gov

GETTING STARTED

This guide is designed to help you find the services you need as you settle into your new home in the Village of Sussex.

We have included information about the **SCHOOL DISTRICTS** that serve Sussex and **LOCAL LIBRARY** information on Page 7.

GARBAGE AND RECYCLING information is listed on Page 10.

Information about **PUBLIC SAFETY** and what to do in an emergency is on Page 12.

Learn about our **PARKS & RECREATION DEPARTMENT** on Page 14.

Find a listing of yearly **SPECIAL EVENTS** on the back cover.

VILLAGE CONTACTS

Sussex Civic Center246-5200

Jeremy Smith, Village Administrator246-5200

Katherine Gehl, Assistant Administrator246-5231

Jennifer Moore, Clerk/Treasurer.....246-5200

Judith Neu, Director of Public Works/Village Engineer246-5229

Gabe Gilbertson, Director of Community Development246-5215

Taylor Walls, Director of Finance246-5225

Halie Dobbeck, Director of Parks & Recreation246-5200

Building Inspector246-5212

Sussex Public Safety Building.....246-5237

Kristopher Grod, Fire Chief246-5197

Capt. Lisa Panas, Director of Police Services.....246-5237

Pauline Haass Public Library246-5180

Adele Loria, Library Director246-5180

Public Works Garage

Jon Baumann, Assistant Director of Public Works.....246-5200

Places, News & Events

The **Pauline Haass Public Library** is located at
N64W23820 Main Street,
next to the Civic Center.

For information, call (262) 246-5180
or visit the library's website at
phplonline.org

Village Website

The latest Village news releases and events, as well as information about Village services and contact information can be found on the Village website at www.villagesussex.org.



eBlasts

Sign up for periodic email updates (**Sussex News & Notes** general village updates and **Road Program Updates** at villagesussex.org/eblasts).

Social Media

In addition to the website, the Village uses Facebook, Instagram, NextDoor, X, and YouTube to share immediate updates about important items—like when the ice rink is open or dates for brush collection—as well as general information regarding Village services and programs.



Publications

The **Activity Guide** (three times per year) provides information about recreation classes, activities and special events offered by the Village of Sussex and the Pauline Haass Public Library; there's something for everyone. Information about Village services and other helpful information for Village residents is also included in this mailed publication. It is also available at the Sussex Civic Center, the Pauline Haass Public Library, and on the Village website.



In addition, the monthly **Utility Bill** (water/sewer) includes an insert containing timely information for residents about Village services, upcoming special events, etc.

Public Meetings

The Village Board's regular meetings are held at 6 p.m. on the fourth Tuesday of each month in the Civic Center Board Room. Committees and other Boards also meet at the Civic Center on a regular basis (Plan Commission, Finance & Personnel, Public Safety & Welfare, Public Works, and Actively Aging Committee, Architectural Review Board, Board of Fire Commissioners, Park & Recreation Board and Community Development Authority). Meeting agendas are posted at the Civic Center and on the Village website. Village Board and Plan Commission meetings are televised live on **Spectrum Cable Channel 25**. Village Board and Plan Commission meetings are also recorded and can be viewed on the Village website. Learn more on the Village website or by calling the Civic Center.

Other Government Contacts

Information regarding Waukesha County Supervisors, State and Federal government representatives can be found on the Village website.

Elections & Voter Registration

Elections are held at the Sussex Civic Center, unless otherwise noted. The polls are open from 7 a.m.–8 p.m. Questions regarding voting and elections may be directed to the Clerk's office during regular business hours.

In-office Absentee Voting runs on weekdays for two weeks before an election. Office hours are Monday through Friday from 8 a.m.–4:30 p.m. No absentee voting or voter registration is permitted on the Monday before an election.

Before you can vote in Wisconsin, you must register. Register in person at the clerk's office, at the polling place on Election Day, or online at myvote.wi.gov. You can start the registration process online at myvote.wi.gov. Please keep in mind that there may be delays when registering at the polls on Election Day and voters are highly encouraged to register early. All voters must submit proof of residence with their voter registration.



MY VOTE.WI.GOV

To be eligible to vote in the state of Wisconsin, a person must:

- Be a citizen of the United States of America.
- Be 18 years of age on or before Election Day.
- Have been a resident of the municipality where he/she intends to vote for a minimum of 28 days prior to Election Day.

The State of Wisconsin requires you to show an acceptable photo ID to vote at your polling place or to cast an in-person absentee ballot at your municipal clerk's office. You will also be required to provide a photocopy of your ID to cast an absentee ballot by mail, with certain exceptions for military and permanent overseas voters and permanent absentee voters. Learn more about photo ID and voting at bringitwisconsin.com.



Public Schools

The Village of Sussex is served by three school districts: Hamilton, Richmond and Arrowhead. Your address determines which school your property is located within.

Hamilton School District.....(262) 246-1973.....hamilton.k12.wi.us
Richmond School District.....(262) 538-1360.....richmond.k12.wi.us
Arrowhead Union High School.....(262) 369-3611.....arrowheadschoools.org

Links to each of the school districts are available on the Village website under [Community/Resident Information](#).

Post Office

The Village of Sussex is served by a Post Office located at N63W23565 Silver Spring Drive. The phone number is (262) 246-8395.



PAULINE HAASS
— PUBLIC LIBRARY —

Public Library

The Pauline Haass Public Library is located at N64W23820 Main Street, next to the Civic Center.

For information, call (262) 246-5180 or visit the library's website at phplonline.org.

Host Your Next Event With Us!

The **Sussex Civic Center** offers an array of beautifully designed rooms intended for public use. Whether you are looking for a conference room for a business meeting or an event hall for a shower, the Civic Center has a room for you!

Our two conference rooms offer easy-to-use technology features that are ideal for presentations and meetings.

The first floor Community Room is the perfect spot for a shower or birthday party with access to a kitchenette (sink, microwave and refrigerator). For larger crowds, the Dining Room and Multipurpose Room, when combined, can host up to 225 guests and boast a variety of features. While the wood floor provides a great space for more active crowds, the dining lounge provides a gas fireplace and TV so your guests can kick back and relax.

Our Village Board Room, with seating for up to 80, provides an ideal space for a reception and gives renters the option to add on the gorgeous outdoor patio space overlooking Main Street.

The Grove at Village Park Pavilion has two rentable rooms, a kitchenette, bathrooms and an outdoor overhang that can seat 100. The Grove is also home to a 5,200-square-foot splash pad, 14,000-square-foot inclusive playground, gaga ball, as well as dual purpose sport courts (pickleball and basketball).

For more information, call the Civic Center at (262) 246-5200, visit villagesussex.org, or email us at info@sussexwi.gov.



Home & Environment



Pets

- All dogs older than five (5) months are required to be licensed before April 1. Apply online, by mail, or in person at the Civic Center. Proof of rabies immunization is required.
- It is against Village ordinance to allow a dog or cat to run at large anywhere within the Village, unless controlled by the owner. Animals are not allowed in parks or parkways unless on a leash of suitable strength not more than 6 feet in length. No animal shall be tied up and left unattended.
- Animal excrement must be disposed of immediately.

Sidewalks

Owners are required to remove rubbish, dirt, snow or ice that has formed or been deposited on the sidewalks within a 24-hour period. The Village assists with snow removal on main roads and arterials.

Utilities (Water & Sewer)

You will receive a monthly combined bill for water, sewer, public fire protection and stormwater. You can [pay online](#), by mail, in person at the Sussex Civic Center, drop it in the night drop located inside the vestibule on the north side of the Civic Center, or sign up for the [Automatic Payment Plan](#).

- **Enroll** in the Automatic Payment Plan by filling out the enrollment form available at the Civic Center or on the Village website. If you move or sell your home, you must notify the Village to cancel auto payment of your water/sewer bill. The Village is not notified by closing companies. Call Anne Pulvermacher at (262) 246-5224 with this information.
- **View and pay** your bill online by clicking on the [Online Payments](#) icon on the Village website.
- **Change** the information on your account by calling the Civic Center at (262) 246-5224. Include your address or account number when leaving a voicemail.
- **Report a sewer backup** during business hours (8 a.m. to 4:30 p.m. M-F) by calling the Civic Center at (262) 246-5200. After business hours and on weekends, call the Waukesha Communications Center at (262) 446-5070, and they will call a Village staff member 24/7 to address your sewer backup.

Yard Maintenance

Residents are required to keep lawns maintained and mowed to a height of no more than 12 inches. The Village will notify violators and, if no action is taken, fines can be issued. Please do not leave grass clippings in the street. This deposits fertilizers into our streams and degrades the natural habitat. In addition, grass clippings clog storm drains and can contribute to local flooding.

Burning Ordinance

Recreational fires (campfires or cooking fires) located at a single- or two-family residence for the purpose of recreation and enjoyment are allowed, provided they meet the Village's burning regulations, which can be viewed on the Village website.

Garbage & Recycling

The Village contracts with **LRS/Badgerland Disposal** for garbage and recycling collection. Residents are charged for garbage and recycling service on an annual basis on their property tax bill.

Garbage and recycling is collected weekly starting at 7 a.m. according to the following schedule:

- ⇒ **Monday** pick up for properties north of Good Hope Road
- ⇒ **Tuesday** pickup for properties south of Good Hope Road and north of the Union Pacific Railroad.
- ⇒ **Wednesday** pickup for properties south of the Union Pacific Railroad and north of Main Street AND properties south of Main Street and east of Maple Avenue.
- ⇒ **Thursday** pick up for properties South of Main Street and west of Maple Avenue.

Each single-family or two-family home is provided with two 96-gallon carts—one for trash and one for recycling. The carts provide you with single-stream recycling—you can put all of your recyclables into the cart and you do not have to separate paper from cans, glass and plastic.

Badgerland Disposal observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When holidays fall on a weekday, collection will be delayed one day.

Please keep all waste and recycling receptacles screened from public view by storing them in your garage or by screening them when they aren't at the curb for collection. Section 9.07 of the Municipal Code has additional information about acceptable screening options. If your receptacles are too large to store in your garage, you may call Badgerland Disposal at (608) 580-0580 to request smaller receptacles.

If you have any questions or concerns, call Badgerland Disposal at (608) 580-0580 or visit Wisconsin.LRSrecycles.com

Disposal of Appliances or Other Unusual Items

Badgerland Disposal will collect bulk items by appointment one week per month. Each household is allowed one collection per month of up to 10 bulk items at no cost. These item(s) must be manageable by one person and must be scheduled 48 hours in advance via email or phone call to allow proper equipment for pick up. This service includes items such as tables, lamps, tires (maximum two per month and six per year per household), furniture, appliances, mattresses, etc. No waste oil, liquids, batteries, or e-waste. Badgerland will collect additional items over 10 for a fee. Place bulk item(s) next to your container on bulk pick up day so they are visible for the driver.

To schedule a bulk item pickup, email BLTownservice@LRSrecycles.com, or call (608) 580-0580.

If you live in a condo or apartment complex, check with your condo association or apartment manager as to the procedure for disposal of an appliance or unusual item.

Yard Waste/Brush Disposal

The Village conducts a curbside brush pickup annually in the fall (one pass). In addition, the Village collects leaves at the curbside in the fall until the leaves are off the trees (multiple passes). Watch the Village website for details and dates.

Yard waste can be taken to the **Yard Waste Collection Site** located at the Woodland Nature Preserve on Good Hope Road, just east of Waukesha Avenue. These items are accepted at the Yard Waste Site:

- Twigs
- Leaves
- Rocks/landscape rocks
- Branches
- Lawn Clippings
- Dirt
- Sod

The Yard Waste Collection site is open:

- 9 a.m. to 4 p.m. Saturdays, April–Mid November
- 4–7 p.m. Mondays, May–August
- 3–6 p.m. Mondays, September and October



To use the **Yard Waste Collection Site**, you can purchase:

- Punch cards for \$10 from the Sussex Civic Center or Pauline Haass Public Library [one punch per 30-gallon bag of yard waste or bundle of brush, five punches per card]. Punch cards are available beginning March 15.
- An annual Yard Waste Site Pass for \$30. This can be purchased in person at the Civic Center or **online**. Those using the pass do not need to bag the yard waste. The pass is recommended for those bringing loose yard waste to the site in a trailer or pickup truck.

Property Taxes

Property tax bills are mailed directly from Waukesha County by the third Monday of December based on the information on file at the Register of Deeds office as of November 1. The property value on the current year tax bill is based on information gathered by the assessor as of January 1 of the current year.

Property tax bills can be paid in two ways: in full by January 31 or in three installment payments, which are due January 31, March 31 and May 31. If you miss a due date for an installment payment, the entire balance plus penalty becomes due.

Payments can be made in person at the Civic Center during business hours (8 a.m.–4:30 p.m. M-F), after hours and on weekends in the night drop box inside the vestibule of the north entrance of the Civic Center, by mail (Sussex Civic Center, N64W23760 Main Street, Sussex, WI 53089) or online via the Village website.

Lottery Credit

The Lottery and Gaming Credit provides direct property tax relief to qualifying taxpayers in the form of a credit on their property tax bills. If you are eligible for the credit but your property tax bill does not show the credit, you may claim the credit by applying to the Village Treasurer by January 31 after you receive your property tax bill. If you miss the January 31 deadline, you can file a late claim application with the Wisconsin Department of Revenue by October 1 after your property tax bill is issued.

Public Safety

**In the event of an emergency
DIAL 9-1-1**
**For non-emergency police
services, call Waukesha County
NON-EMERGENCY DISPATCH
(262) 446-5070**
24 hours a day, 7 days a week



Police Services



The Waukesha County Sheriff's Department provides the Village with 24-hour police protection under contract.

The Sheriff's Department is responsible for protecting persons and property and for providing a safe working and living environment for our residents and visitors. This is accomplished through the immediate and fair enforcement of all state and local laws and ordinances.

Public Safety Building
N63W24335 Main Street

Office Hours
8 a.m.–4:30 p.m. Monday-Friday

Office Hours Phone
(262) 246-5237

Non-emergency Dispatch
(262) 446-5070

Fire Department

The Sussex Fire Department has a proud tradition of providing emergency response services to the community since 1922. The department employs professional staff who continuously trains to meet the ever-changing needs of the community. The Village of Sussex provides paramedic-level emergency medical care through a combination of full-time, part-time, and paid-on-call staff.

The Department's mission is to minimize the risk of death, injury and property loss from fire, medical emergency or natural disaster. In addition to providing a coordinated and timely response to emergencies, the Department enhances public safety through risk reduction activities and public education programs.



**Fire Department Non-emergency
(262) 246-5197**

- **OVERNIGHT PARKING** is prohibited November 1 through March 31 on all village streets between 2 a.m. and 6 a.m. Parking is also prohibited year-round on the street segments listed below.
 - Clover Drive from Waukesha Avenue to Lilac Drive, and from Hastings Court to Goldencrest Court
 - Maple Avenue from Butternut Lane to Maple Grove Lane
 - Maple Grove Lane to Birchwood Lane
 - Pewaukee Road from Main Street to Ivy Avenue
 - Bowling Green Street from Ivy Avenue through Bowling Green Court
 - Champeny Street from Grogan Drive to Bowling Green Street
 - Locust Street from Main Street to Ivy Avenue
 - Silver Spring from Waukesha Avenue to Main Street
 - Waukesha Avenue from Linda Drive to Mitchell Lane
 - Stonegate Court
 - Miller Way
 - Prospect Circle
 - Executive Drive
 - Sussex Road
 - Hi-Tech Drive
 - North Corporate Circle
 - Richmond Road
 - Village Drive
 - Freiheit Court
 - South Corporate Circle
- **VACATION CHECKS** are available by completing and submitting the Vacation Check Form, available on the Village website or at the Public Safety Building.
- **SEVERE WEATHER SIRENS** are tested on Wednesdays at 2 p.m.
- **SAFE EXCHANGE AREA** is available for residents to make an exchange for an online purchase, child custody transfer, etc., 24 hours a day. Located in the front parking lot of the Sussex Public Safety Building at N64W24335 Main Street.
- **MEDICATION DISPOSAL** is available in the lobby of the Public Safety Building during regular office hours. A list of accepted items is available on our website.

Parks & Recreation

Sussex Civic Center
(262) 246-5200

info@sussexwi.gov

Office Hours:

8 a.m. to 4:30 p.m. Monday–Friday

The Parks and Recreation Department offers limitless potential for enhancing the quality of life in Sussex, with a variety of parks and recreational opportunities available for all ages.

Parks, Facilities & Amenities

The Village maintains 15 parks and green spaces with a variety of facilities and amenities, including several facilities that may be rented throughout the year. To locate a park within Sussex, visit the Village website.

Recreation Programs

The Parks & Recreation Department offers programs, trips and special events throughout the year for people of all ages. Three Activity Guides (Winter/Spring, Summer, and Fall) are mailed to all Sussex residents and are available at the Civic Center, Pauline Haass Library and the Village website. Recreational programs are held at the Civic Center and in the many parks and facilities throughout Sussex. Registration is available online and in person.



Splash Pad at The Grove at Village Park

W244 N6260 Weaver Drive

Open 10 a.m. to 8 p.m. or dusk, whichever is earlier.

Friday before Memorial Day–Labor Day (weather permitting)



The Civic Center ice rink opens mid-December (weather permitting).

• Open 7 days/week. Skating hours are 5 a.m. to 9 p.m.

• Restrooms are available 8 a.m. to 4:30 p.m.

• Bring your own skates.

• The rink is always open skate; there are no designated times for specific skating activities.

Adults Over 50 Programs

The Parks & Recreation Department offers many programs for adults over 50, such as:

- Meal site program (60+)
- Fitness programs
- Monthly Bingo
- Basketweaving & art classes
- Cards and games
- Knitting and crocheting groups
- Educational presentations
- Day trips
- Special events, parties, and more.

There are no annual membership fees to participate in this programming and activities are open to all individuals in the community.





Special Events

The Parks and Recreation Department offers many special events throughout the year. Learn more about these and other special events on our website at villagesussex.org/specialevents.

Touch A Truck



Spooky Sussex



July 4th Festivities



Pints in the Park Traveling Beer Gardens



Main Street Block Party



Disc Golf

Sussex Village Park is home to Sussex's 18-Hole Disc Golf Course. The course is open year round (weather permitting). Course may be closed for special events; these dates will be available on our website. There is no cost to use the course, so bring the family and enjoy the outdoors while playing this fun sport.

Course Statistics

Holes: 18 Mach3

Tee Type: Concrete

Course Length: 5,571

Bugline Trail

The Waukesha County Bugline Recreation Trail is a 14-mile paved trail located on the former Chicago, Milwaukee, St. Paul and Pacific Railroad right-of-way. At present, it stretches between Appleton Ave (S.T.H 175) in Menomonee Falls and Main Street (C.T.H. VV) in the Village of Merton, running through the Village of Sussex.



The Village of Sussex operates a trailhead facility at Madeline Park with bathrooms, a drinking fountain, and bike repair station. A map of the trail is available on the Village website.



2025 Calendar of Special Events

Find more information about Special Events at villagesussex.org/specialevents or scan the QR code.



Soup & Bread Tasting (Adults Over 50)

FEBRUARY 12 • CIVIC CENTER

Leprechaun Hunt in our Parks

MARCH 10-14

Egg Drop

APRIL 12 • VILLAGE PARK

Sussex Area Rummage

MAY 2 & 3 • COMMUNITY WIDE

eCycle Collection

MAY 3 • CIVIC CENTER

Concert on the Plaza (Multi-Generational)

MAY 20 • CIVIC CENTER

Pints in the Park Beer Garden

MAY 22 • VILLAGE PARK

Plant & Sip (Adults Over 50)

JUNE 12 • VILLAGE PARK

Classic Car Cruise Night

JUNE 19 • CIVIC CENTER

Pints in the Park Beer Garden & Ribbon Cutting

JUNE 26 • VISTA RUN PARK

Independence Day Kiddie Parade & Fireworks

JULY 4 • VILLAGE PARK

Outdoor Family Movie Night & Pints in the Park Beer Garden

JULY 17 • CIVIC CENTER

National Night Out

AUGUST 6 • CIVIC CENTER

Main Street Block Party

AUGUST 17 • CIVIC CENTER

Pints in the Park Beer Garden

SEPTEMBER 11 • ARMORY PARK

Touch-a-Truck

SEPTEMBER 13 • ARMORY PARK

Wine Tasting (Adults Over 50)

SEPTEMBER 25 • CIVIC CENTER

Spooky Sussex

OCTOBER 17 • VILLAGE PARK

Veteran's Day Lunch (Adults Over 50)

NOVEMBER 7 • CIVIC CENTER

Turkey Hunt in Our Parks

NOVEMBER 11-20

Holiday Swag & Bingo (Adults Over 50)

DECEMBER 3 • CIVIC CENTER

Tree Lighting

DECEMBER 5 • CIVIC CENTER

Holiday Dinner Party (Adults Over 50)

DECEMBER 17 • CIVIC CENTER