



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, August 19, 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 June 17, 2025, meeting
3. Comments from Citizens Present
4. Consideration and Possible Action on Maple Avenue Tree Preservation Plan
5. Park & Recreation Director's Report
6. Topics for Future Agenda Items
7. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**Village of Sussex
Park and Recreation Board
6:30 p.m. Tuesday, June 17, 2025
Sussex Civic Center
N64W23760 Main Street, Sussex, WI 53089**

MINUTES

Meeting was called to order at 6:31 pm.

1. Roll Call

Members Present: Trustee Ron Wells (arrival at 6:35pm), Mike Waltz, Kelly Tetting, Nadine Coenen, and Chuck Vojtas

Members Absent: Chairman Bob Fourness and Chris Kostka

Staff Present: Parks and Recreation Director, Halie Dobbeck

2. Consideration and action on minutes from the May 20, 2025, meeting.

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

Motion Carried 4-0.

3. Comments from Citizens

No one was present that wished to be heard.

4. Contract Updates for Lions and SAS Club

Dobbeck presented the facility-use contracts and highlighted the changes from the existing contracts.

Motion by Vojtas, seconded by Coenen to approve both contracts as presented.

Motion Carried 4-0.

5. The Ridge Playground Design

Motion by Coenen, seconded by Vojtas to approve the design as presented.

(Trustee Wells arrived at 6:35pm)

Motion Carried 5-0.

6. Recreation Program Fee Analysis

Dobbeck presented the findings of the peer community recreation program fee analysis. No major fund adjustments were recommended.

7. Facility Rental Fee Analysis

Dobbeck presented the findings of the peer community facility rental fee analysis. Changes were recommended in the memo and discussed.

Motion by Waltz, seconded by Coenen to accept the facility rental fee adjustments as presented.

Motion Carried 5-0.

8. Rental Policies

Dobbeck presented the edits recommended for the facility rental policies.

Motion by Wells, seconded by Vojtas to approve the changes as presented.

Motion Carried 5-0.

9. Special Event Rental: WisCare Insurance Agency LLC

Motion by Tetting, seconded by Wells to approve the special event rental as presented.

Motion Carried 5-0.

10. Special Event Rental: The Picklr Pickleball Tournament

A staff member from The Picklr was present to answer any questions.

Motion by Tetting, seconded by Coenen to approve the special event rental as presented.

Motion Carried 5-0.

11. Director's Report

Dobbeck provided the following:

- South Playground Removal – TBD supposed to be complete by 6/27/25.
- Pond started digging Monday 6/16, should be complete in late August.
- Cruise Night is this Thursday Night – 5:30-8pm
- Vista Run Grand Opening is next Thursday at 5:30pm as a part of Pints in the Park 5-8pm

12. Topics for Future Agenda Items

No July Meeting.

13. Adjournment

Motion by Coenen, seconded by Tetting to adjourn at 7:23 p.m.

Motion Carried 5-0.

Respectfully Submitted,
Halie Dobbeck
Parks and Recreation Director

DRAFT



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MEMORANDUM

To: Park and Recreation Board

From: Gabriel Gilbertson, Community Development Director

Re: Maple Ave Tree Preservation

Date: August 12, 2025

The owner of the roughly 4 acre property located at W240N7375 Maple Ave, Tracy Weber, is proposing to develop a small 6-lot subdivision. The proposed development would require the removal of trees to accommodate a cul-de-sac to service the 6 lots.

According to the tree inventory submitted, the developer is proposing to remove a total of 55" of tree species the Village would consider "protected". The Code allows for a 90% mitigation standard for the overall site, bringing the total to be mitigated to 49.5 inches. The developer is proposing to plant a total of 36 inches worth of new trees on the site in the form of 12 3" caliper street trees – the result being a shortage of 13.5 inches, or roughly 7 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 \$3,500.

Staff recommends: Staff recommends the Park and Recreation Board approve the tree preservation and mitigation plan for Tracy Weber and require the onetime payment of \$3,500, subject to the following conditions:

1. The owner submitting a street tree plan to the Village for review by the Village Arborist.
2. The developer planting the streets with the installation of public improvements.

PLAT OF SURVEY

PROPOSED DEVELOPMENT

TREE SURVEY (WITHIN FUTURE R/W)

ADDRESS: W40 N7375 Maple Ave

LEGAL DESCRIPTION:

LOT 1 OF CERTIFIED SURVEY MAP No. 4196, RECORDED ON JUNE 28, 1982, IN VOLUME 33 OF CERTIFIED SURVEY MAPS ON PAGE 86, AS DOCUMENT NO. 1982-001, AND PART OF SECTION 15, TOWNSHIP 8 NORTH, RANGE 18 EAST, IN THE COUNTY OF WISCONSIN.

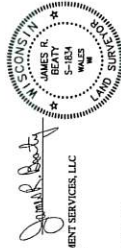
TAX MAP PIN: SUW/204/901.006

SURVEYORS CERTIFICATE

"I HAVE SURVEYED THE ABOVE PROPERTY AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXTERIOR BOUNDARIES, THE LOCATION OF ALL STRUCTURES, FENCES, FENCES, APPARENT EASEMENTS AND ROADWAYS AND VISIBLE ENCROACHMENTS, IF ANY."

"THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE OR GUARANTEE THE TITLE HEREIN, AND IS NOT TO BE USED FOR ANY OTHER PURPOSE, AND TO THEM WAIVING THE ACCURACY OF SAID SURVEY AND MAP."

DATED THIS 19TH DAY OF JULY, 2025 AT WALES, WI.



PREPARED BY:

HORIZON LAND DEVELOPMENT SERVICES, LLC

JAMES P. BEATTY, PLS PLS

WALES, WI 53183

1-262-344-1975

www.horizonlanddevelopment.com

PREPARED FOR CLIENT:

MAGNITUDE DEVELOPMENT

10000 N. WISCONSIN AVE

PEWaukee, WI

TREES INVENTORIED / DELINEATED BY:

Kristi Sherfinski

Professional Landscape Architect (P.L.A.), CERT. #P

Assisted: Michael D. Doherty

M (414) 580-7393 (C) (414) 652-0133

5532 W. Forest Home Ave., Suite 5

www.LANDSCAPE.com

Surveyor: Kristi Sherfinski

Surveyor: Michael D. Doherty

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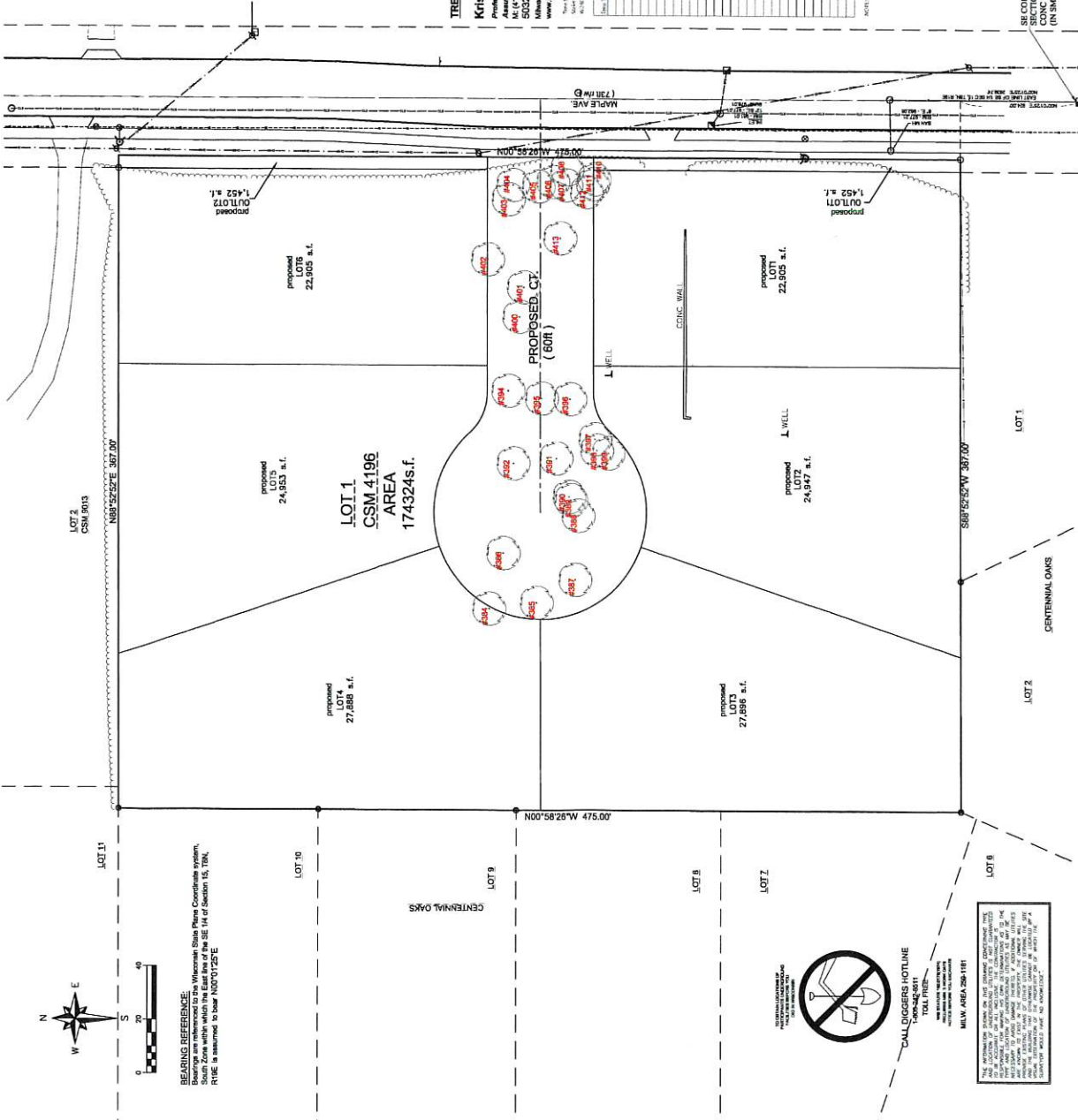
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THE PROPERTY SHOWN ON THIS PLAT IS THE PROPERTY OF THE CLIENT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR COMPLYING WITH ALL APPLICABLE LAWS, ORDINANCES, AND REGULATIONS. THE SURVEYOR'S RESPONSIBILITY IS LIMITED TO THE ACCURACY OF THE SURVEY AND THE COMPLETION OF THE PLAT. THE SURVEYOR DOES NOT WARRANT THE ACCURACY OF ANY INFORMATION PROVIDED BY THE CLIENT OR ANY OTHER SOURCE. THE SURVEYOR DOES NOT WARRANT THE ACCURACY OF ANY INFORMATION PROVIDED BY ANY OTHER SOURCE.

LEGEND

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Tree Survey
 Staked Cul-De-Sac Area
 W240N7375 Maple Ave. Sussex, WI

Tree Tag ID	Species	DBH (in inches)	Condition
384	BOX ELDER	24	GOOD
385	BOX ELDER	12	GOOD
386	BOX ELDER	17	GOOD
387	BOX ELDER	12	GOOD
388	NORWAY MAPLE	22	INVASIVE SPECIES
389	BOX ELDER	8	GOOD
390	BOX ELDER	12	GOOD
391	BOX ELDER	9	GOOD
392	BOX ELDER	16	GOOD
393	AMERICAN ELM	8	GOOD
394	NORWAY MAPLE	9	INVASIVE SPECIES
395	NORWAY MAPLE	24	INVASIVE SPECIES
396	NORWAY MAPLE	20+26 (MULTI-TRUNK)	INVASIVE SPECIES 25
397	NORWAY MAPLE	12+14 (MULTI-TRUNK)	INVASIVE SPECIES 15
398	NORWAY MAPLE	12	INVASIVE SPECIES
399	NORWAY MAPLE	12+13+20 (MULTI-TRUNK)	INVASIVE SPECIES 25
400	NORWAY MAPLE	26	INVASIVE SPECIES
401	BOX ELDER	23	GOOD
402	NORWAY MAPLE	12	INVASIVE SPECIES
403	BOX ELDER	14	GOOD
404	AMERICAN ELM	12+9 (MULTI-TRUNK) 15	GOOD
405	BLACK CHERRY	13+13 (MULTI-TRUNK) 20	GOOD
406	NORWAY MAPLE	20+6 (MULTI-TRUNK) 20	INVASIVE SPECIES
407	BLACK LOCUST	20+7 (MULTI-TRUNK) 20	INVASIVE SPECIES
408	EASTERN RED CEDAR	20	50% BRANCHES DEAD
409	LOST TAG- NO TREE	-	-
410	BLACK LOCUST	5	INVASIVE SPECIES
411	NORWAY MAPLE	8+8 (MULTI-TRUNK)	INVASIVE SPECIES
412	WHITE MULBERRY	4	INVASIVE SPECIES
413	BLACK LOCUST	24	INVASIVE SPECIES

296"

NOTE: 13 TREES QUALIFY FOR TREE REPLACEMENT OUT OF 30 TREES LOCATED.