



N64W23760 Main Street  
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**AGENDA  
VILLAGE OF SUSSEX  
PARK AND RECREATION BOARD  
7:00 PM TUESDAY, AUGUST 18, 2020  
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 virtually 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 July 21, 2020 meeting.
3. Review and possible action on tree removal in Tree Preservation Easement for Hidden Hills, Peter Dickert N75W23830 Sedge Haven Ct Lot 18.
4. Update on requested fencing around The Grove Multi-Sport Courts.
5. Discussion on Large Park Budget items for 2021.
6. Discussion on Village Park Tennis Courts.
7. Update on Large Group Gatherings and Recreation Programming.
8. Comments from Citizens Present.
9. Park & Recreation Director's Report.
10. Topics for Future Agenda Items.
11. Adjournment

Robert Fourness  
Chairperson

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Jeremy Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Park & Recreation Board meeting held on July 21, 2020.**

Chair Fourness called the meeting to order at 7:07 PM

**1. Roll Call**

Members present: Chair Bob Fourness, Kelly Tetting, Chuck Vojtas, Nadine Coenen, Trustee Ron Wells and Chris Kostka.

Members present virtually: Mike Waltz

Members excused: None

Staff present: Parks & Recreation Director, Halie Dobbeck; Assistant Village Administrator, Kelsey McElroy-Anderson and Administrative Services Director, Sam Liebert.

**2. Meeting Minutes**

A motion by Tetting, seconded by Kostka to approve the minutes from the June 16, 2020 meeting as presented. Motion Carried 7-0

**3. Comments from Citizens Present**

Greg Robb - W232N6296 Oak Drive, Sussex

- Requested a Rules Sign for the Courts
- Asked if the NW parking spot at The Grove was required to be striped as a no parking space.

Jim Toshner – N58W25740 Fox Hollow Drive, Lisbon

- Asked for the Pickleball box to be moved on the courts as the location isn't currently working very well.
- Requested information about fall Pickleball programming

Ted Carlson – N57W24185 N Sycamore Circle, Sussex

- Asked about reallocating Dog Park funding to a Pickleball fence
- Suggested a community member may donate fencing

Terrance Sheehan – W250N4991 William Drive, Pewaukee

- Thanked the board for the courts and requested fencing be installed

It was determined that fencing would be placed on the next park board meeting agenda.

A motion by Fourness, seconded by Tetting to address item #8, Sussex Fresh Market, as the next agenda item. Motion carried 7-0.

**8. Sussex Fresh Market**

Jonathan Martin was present to represent Fit Tech Hosting and the Sussex Fresh Market.

A motion by Fourness, seconded by Tetting to suspend the rules and allow public to speak regarding this agenda item. Motion Carried 7-0

Wendy Stallings, Village Trustee, spoke about the formation of the most recent Sussex Farmers Market and gave context to that development. She said that the existing costs were not prohibitive.

A motion by Fourness, seconded by Wells to recommend to Village Board that the Sussex Fresh Market be allowed: the use of requested space for Outdoor Markets at no cost to the Fresh Market, to charge \$125 per bi-weekly market for the Winter Market's space usage requests, to promote the market on social media/publications and to work with staff on possible storage solutions.

Motion Carried 7-0

A motion by Fourness, seconded by Wells to resume the regular order of agenda.

Motion Carried 7-0

#### **4. Lions Club Frisbee Disc Golf Tournament: Special Event Application**

A motion by Wells, seconded by Vojtas to recommend to Village Board to approve the special event as presented. Motion Carried 7-0

#### **5. Lions Club 10 Year Amendment**

A motion by Kostka, seconded by Vojtas to recommend to Village Board to incorporate the Frisbee Disc Golf Tournament into the 10 year contract with the Village. Motion Carried 7-0

#### **6. SAS Big Engine Show: Special Event Application**

A motion by Tetting, seconded by Vojtas to recommend to Village Board to approve the special event as presented. Motion Carried 6-0  
Wells abstained.

#### **7. SAS Club 10 Year Amendment**

A motion by Fourness, seconded by Tetting to recommend to Village Board to incorporate the SAS Big Engine Show into the 10 year contract with the Village. Motion Carried 6-0  
Wells abstained.

#### **9. Update on Large Group Gatherings and Recreation Programming**

Dobbeck updated the Board on the following:

-Still at 100 people per mass gathering – we do not expect an increase beyond this at this time as cases are increasing daily.

-Recreation programs are going well and families have provided feedback that they appreciate the precautions that we are taking.

-Waukesha County Executive Paul Farrow is recommending mask wearing but does not believe at this time that there will be a mask mandate.

-Fall programs are being planned for youth, family and adults. Capacities are currently being set for a typical season, but will be adjusted as classes get closer, if necessary.

-Waukesha County Dining does not anticipate reopening until January 1, 2021 at the earliest, so this excludes programming for seniors. We have 2 events planned this fall that will be pick up based and socially distanced to still be able to connect with our seniors. (Oktoberfest, Holiday Swag)

-Spooky Sussex is canceled for this year. The committee met and doesn't believe that we could execute Spooky like in years past, and a modified version has the potential to be underwhelming. We are looking at providing some form of fall event.

-We opened the splash pad asking that the public self-regulate to groups less than 100 at one time.

**10. Park and Recreation Director Report**

-Recreation Software Launches First week of August. It will be launching with new website. Everyone needs to create a new account. Credits claiming information is on website.

-The Grove Ribbon Cutting Ceremony will be this Saturday July 25, at 12pm. This is at the start of the Pints in the Park event for the day.

-Pints in the Park is a 3 day event this month; Thursday 5-8pm, Friday 5-8pm, Saturday 12-8pm. The trucks will park on the access road and vend to the South due to the growing grass around The Grove area. There will be drop off orders by Sussex Bowl and Thirsty Duck.

-Installed an accessible swing at Ridgeview Park per resident request.

-Stonewood Estates Park – getting picture frame border and broken toy removed.

**6. Topics for Future Agenda Items**

-Fencing around the Multi-Sport Courts at Village Park

-Large Park Budget items for 2021

-Uses for Village Park Tennis Courts

**7. Adjournment**

A motion by Kostka, seconded by Vojtas to adjourn the meeting at 9:20 p.m.

Motion Carried 7-0

Respectfully Submitted,

Halie Dobbeck  
Parks & Recreation Director



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## MEMORANDUM

To: Park and Recreation Board

From: Kasey Fluet, Assistant Development Director

Re: Tree removal in Tree Preservation Easement for Hidden Hills  
Peter Dickert N75W23830 Sedge Haven Ct Lot 18

Date: 8/13/2020

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.

Mr. Dickert has hired an Arborist identifying trees he wishes to remove. Mr. Dickert appeared before the board last year to request to remove 19 trees, these trees are in addition to that and had not been identified. For this request the removal is for an Ash tree and a dying Cherry tree.

### **Policy Question:**

1. Should the owners be allowed to remove the identified dead, diseased/dying trees?

### **Action item:**

1. Act on the request.

**Staff recommends:** Staff recommends approval of the removal of trees identified on the survey in the Tree Preservation Easement area for Peter Dickert N75W23830 Sedge Haven Ct Lot 18 submitted by Arborist Corey Tucek of Hoppe Tree Service.

**Hoppe Tree Service**  
**1813 S. 73rd St.**  
**Milwaukee WI 53214**

414-257-2111 or 920-994-2233  
 hoppetreeservice.com



Check out our Urban Wood Lab Warehouse in Caledonia  
 theurbanwood.lab.com



Certified Arborists  
 On Staff



# JOB QUOTE

*Serving SE Wisconsin since 1972*

Date: 7/28/2020

**Pete Dickert**  
**N75W23830 Sedge Haven Court**  
**Sussex, WI 53089**

262-506-4362

**Job Name: Dickert 20200716**  
**Work Site: N75W23830 Sedge Haven Court**  
**Sussex, WI 53089**

**Proposed By: Cory Tucek**  
 414-232-4489  
 ctucek@hoppetreeservice.com

**Recommendations:** ISA Certified arborist Cory Tucek inspected Peter Dickerts property at N75W23830 Sedge Haven Ct. There were 2 dead green ash trees located on the back lot line. There is a 2 stem black cherry tree located in the middle of the back lot line that is showing extreme signs of stress and can't be saved at this time. I recommend these 3 trees are removed in the near future to prevent failure and potential monetary damages to the clients residence.

Item	Plant	Description	Cost
1	Ash (Fraxinus spp.)	Remove: 2 stem (4 and 5 inch diameters) at the back right corner of the property 4 inch diameter tree at the back left corner of the property	\$250.00
2	Cherry (Prunus spp.)	Remove: 2 stem (8 and 9 inch diameter) tree in the middle of the back lot line  • The back stem is completely dead and the front stem will be dead shortly	\$250.00
3		Consultation/Diagnostics: Consultation fee for creating a report to present to the HOA	\$50.00
<b>Subtotal:</b>			<b>\$550.00</b>
<b>Tax:</b>			<b>\$27.50</b>
<b>Grand Total:</b>			<b>\$577.50</b>

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

\_\_\_\_\_  
 Date

# Working with Hoppe Tree Service

**Work Notification:** Hoppe Tree Service performs most of our notifications of scheduled work via email. If no email address is on file we will contact via phone. We typically contact you one week prior to arrival with your schedule date. If you prefer a phone call rather than an email notification, please let us know ahead of time. Dates and times are subject to change due to weather and other unforeseen circumstances. Hoppe Tree Service reserves the right to change your scheduled date if special circumstances arise. Please make sure to check your emails, and make sure we have an updated email on file.

**Plant Health Care visits** are the exception. Due to weather and job routing planning we do not contact you ahead of time unless you have let us know ahead of time that you desire a notification prior to our arrival.

**No Advance Notice Required:** If you have told your sales arborist, contacted our office, or accepted your quote from our webform link and mentioned that no advance notice was required, our crew will plan on coming by when we are working in the area when we have available time. We will attempt a courtesy call to let you know we will be arriving. No Advance Notice jobs are often able to be performed faster, then prescheduled jobs.

**Work Completion and Invoicing:** Upon completion of each service item or trip, Hoppe Tree Service sends out invoices for the completed service items. Invoices are sent via email. If no email address is on file we will send invoices via mail. Tree removal projects with stump grinding are often completed on separate trips and invoiced separately. Plant health care programs with multiple trips are invoiced separately. By invoicing the work separately it allows us to keep better track of our work flow.

## Terms and Conditions

The listed service price will be honored for 60 calendar days

It is agreed by and between Hoppe Tree Service and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

**Insurance by Contractor:** Hoppe Tree Service warrants that it is insured for liability resulting from injury to person(s) or property. All employees are covered by Workers' Compensation as required by law. Certificates of insurance coverage are available upon request.

**Completion of Contract:** Hoppe Tree Service agrees to do its best to meet any agreed upon performance dates, but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control. Nor shall the customer be relieved of completion for delays.

**Cancellation Fee:** Hoppe Tree Service kindly requests that the authorizing party provide at least 24 hours advance notice of any full or partial work cancellation. If a crew has been dispatched to the job site, the customer will be assessed a mobilization fee of \$75 for incurred expenses.

**Tree Ownership:** The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Hoppe Tree Service to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Hoppe Tree Service for any damages or costs incurred from the result thereof.

**Safety:** Hoppe Tree Service warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

**Stump Removal:** Unless specified in the proposal, stump removal is not included in the price quoted. Grindings from stump removal are not hauled unless specified in this proposal. Surface and subsurface roots beyond the stump are not removed unless specified in this proposal.

**Concealed Contingencies:** Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and material basis. Hoppe Tree Service is not responsible for damages to underground sprinklers, drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

**Clean-up:** Clean-up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

**Lawn Repair:** Hoppe Tree Service will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless noted otherwise on this proposal.

**Terms of Payment:** Unless otherwise noted in this proposal, the customer agrees to pay the account in full within 10 days of invoice. Failure to remit full payment within the payment term will result in a finance charge of 1.5% per month.

**Returned Check Fee:** There will be a \$40 fee charged for all checks returned to our office for non-sufficient funds.













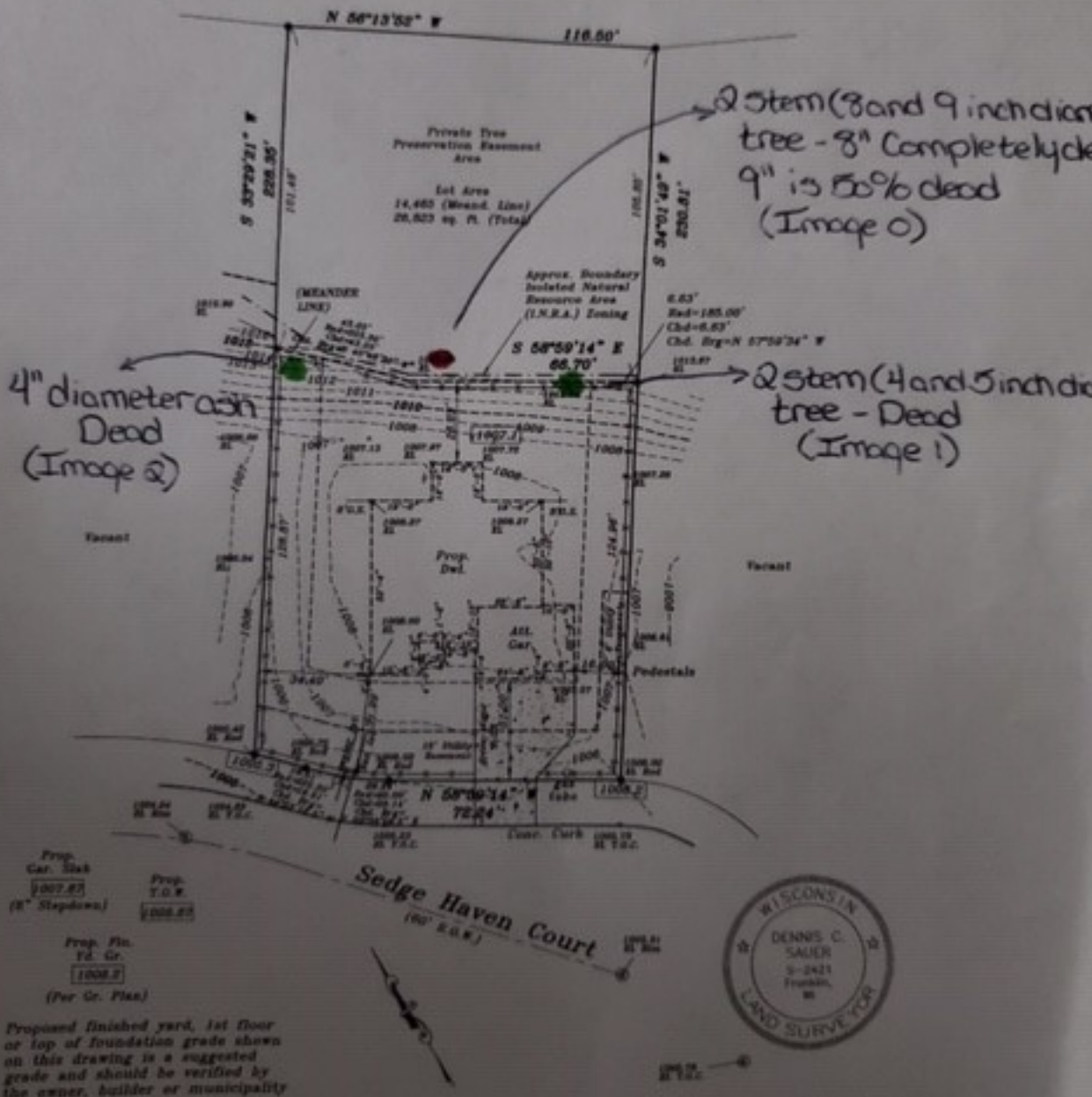
# PLAT OF SURVEY

**LOCATION:** Sedge Haven Court, Sussex, Wisconsin

**LEGAL DESCRIPTION:** Lot 18 in HIDDEN HILLS, being all of Lot 2 of CSM 11568, being a part of the Northwest 1/4 of the Southwest 1/4 of Section 14, Town 8 North, Range 19 East, in the Village of Sussex, Waukesha County, Wisconsin.

November 19, 2018 (Drawing Only)  
May 22, 2019 Proposed Dwelling Staked  
June 14, 2019 Revised Proposed Grades

Survey No. 110231



**METROPOLITAN SURVEY SERVICE, INC.**  
PROFESSIONAL LAND SURVEYORS AND CIVIL ENGINEERS

**GRAPHIC SCALE**

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY, ITS EXISTING BOUNDARIES, THE LOCATION OF ALL VISIBLE STRUCTURES AND ENCLOSURES OF ALL PRINCIPAL BUILDINGS THEREON, BOUNDARY FENCES, APPARENT EASEMENTS AND EGRESSS AND VISIBLE ENCROACHMENT, IF ANY.

THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PROPERTY OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, SURRENDER, OR SURRENDER THE TITLE THEREIN WITHIN

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