



N64W23760 Main Street
Sussex, Wisconsin 53089
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**AGENDA
VILLAGE OF SUSSEX
PARKS & RECREATION BOARD
6:30 PM TUESDAY, MARCH 21, 2023
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 February 21, 2023, meeting
3. Comments from Citizens Present
4. Discussion and Possible Action on Golden Fields Subdivision Tree Mitigation Plan
5. Review and Possible Action on Special Event Application for Amorphic Brewing Beer Garden
6. Discussion and Possible Action on 2023 Cemetery Lawn Services Contract
7. Park & Recreation Director's Report
8. Topics for Future Agenda Items
9. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, FEBRUARY 21, 2023
SUSSEX CIVIC CENTER – COMMITTEE ROOM 2ND FLOOR
N64W23760 MAIN STREET**

MINUTES

Meeting was called to order by Chairperson Bob Fourness at 6:31 p.m.

1. Roll Call

Members Present: Chairman Bob Fourness, Mike Waltz, Nadine Coenen, Trustee Ron Wells, Chris Kostka, and Kelly Tetting

Members Excused: Chuck Vojtas

Staff Present: Park & Recreation Director, Halie Dobbeck

2. Consideration and action on minutes from the January 17, 2023, meeting.

Motion by Wells, seconded by Kostka to approve of the January 17, 2023 meeting minutes.

Motion carried 6-0.

3. Comments from Citizens Present

No one present wished to be heard.

4. Tree Removal Request for W237N7524 Sedge Haven Ct, Lot 17

Dobbeck presented Community Development Director Gabe Gilbertson's memo regarding the tree removal request for homeowners Will and Melinda Haass.

Motion by Tetting, seconded by Waltz to approve the tree removal plan as presented.

Motion carried 6-0.

5. Melinda Weaver Park Bids

Dobbeck led discussion on the contractor bids received for the Melinda Weaver Park reconstruction.

Motion by Fourness, seconded by Kostka to recommend to Village Board they award the contract to Parking Lot Maintenance, Inc. as presented.

Motion carried 6-0.

6. 4th of July Fireworks Contract

Dobbeck shared the fireworks contract and stated that we haven't received our typical \$5,000 of sponsorship funds. We have received confirmation that Lisbon will contribute \$10,000.

Dobbeck stated that we were waiting to receive a \$21,000 contract for the fireworks from the company.

Motion by Coenen, seconded by Waltz to approve the fireworks contract based upon sponsorship dollars received.

Motion carried 6-0.

7. Park & Recreation Director's Report

Dobbeck shared the following information:

- Ball Field Priority is calculated every two years to determine field scheduling priority. Scheduling remains the same as past practice. SLYBA, Jr. Chargers Baseball, Jr. Chargers Softball, Lake Country Crew, Pewaukee Predators.
- Splash Pad Shade install begins the week of March 20th
- Eagle Scout Project Updates: Armory Baseball Shelters to Start March, Signage for Prides Crossing Trail was approved and should be installed in March or April.
- Staff is beginning work on developing a RFP for a forestry management plan. This will help us utilize an expert to understand our growing forestry needs and how to best take care of them.
- Exploring surfacing options for Coldwater Creek Park Renovation.

8. Topics for Future Agenda Items

None were presented.

9. Adjournment

Motion by Waltz, seconded by Fourness to adjourn at 7:09 p.m.

Motion carried 6-0.

Respectfully Submitted,
Halie Dobbeck
Park & Recreation Director



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MEMORANDUM

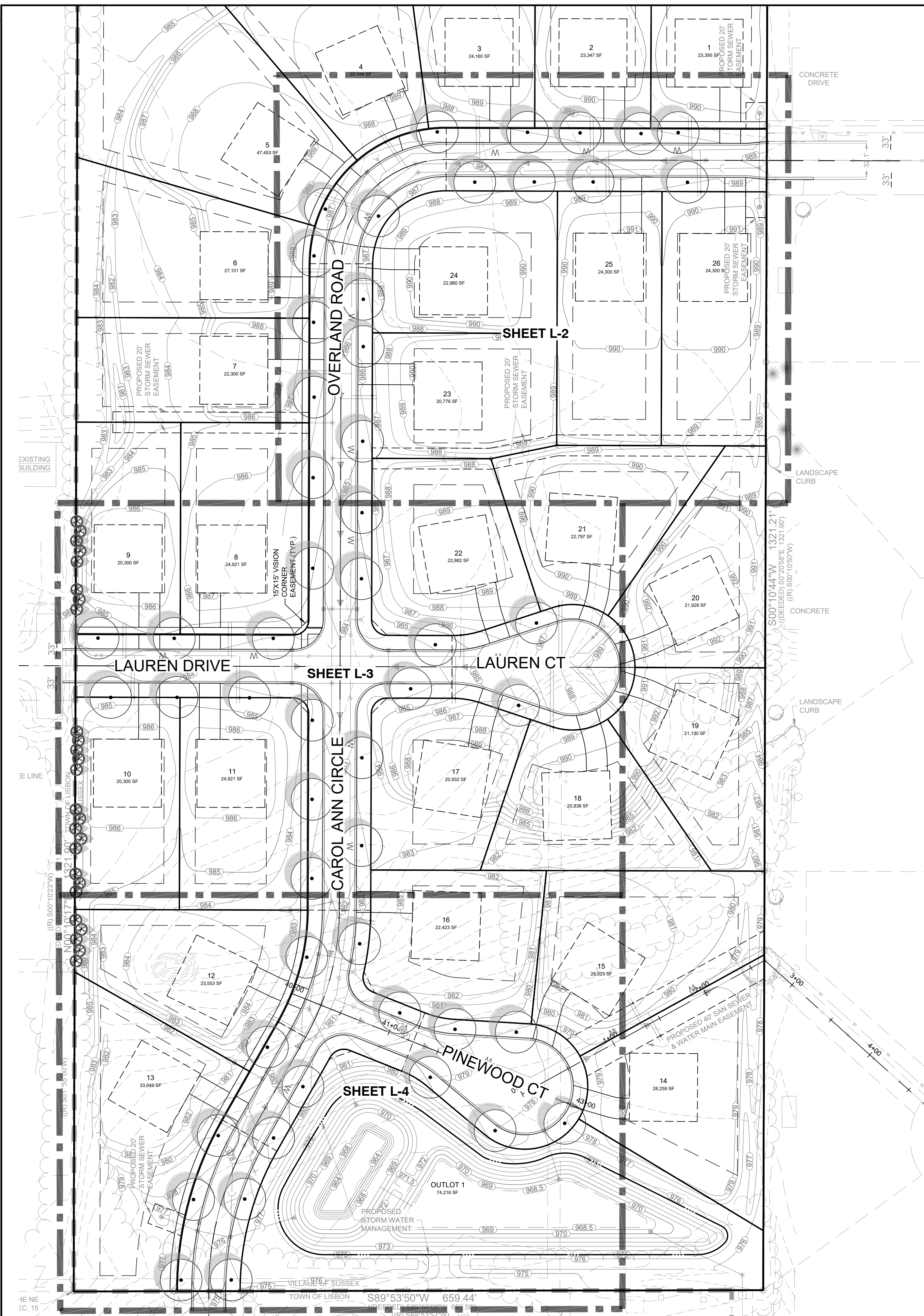
To: Park and Recreation Board
From: Gabriel Gilbertson, Community Development Director
Re: Golden Fields of Sussex
Date: March 14, 2023

Golden Fields of Sussex is a proposed 26 lot single family subdivision west of Stonefield Drive on the lands commonly referred to as the Merske Farm. The proposed subdivision is on a 20-acre parcel surrounded by single-family subdivisions that were once part of this property. The existing single-family home on the subject property was built in the 1970's and at that time a grove of trees were planted around the home's yard, driveway, and along the southern property line. In the early 2000's, a row of evergreen trees were planted on the western property line to screen the developing single-family subdivision. In the mid-2010's trees became established around a long-unused horse corral. Many of the trees being removed are to accommodate site grading, roadway construction, and to develop buildable lots.

According to the tree inventory submitted a removal of 1,216 inches will need to occur for roadways and buildable lots. The Developer will be preserving about 1,009 inches of trees leaving them about 994 inches short of the 90% mitigation standard for the overall site. That translates to the cap of \$100,000. The developer has a street tree and landscape plan that will mitigate about 182 inches, offsetting \$45,500 and leaving \$54,500 to be donated to the Village. The Village will utilize those funds to establish approximately 90 trees throughout the Village.

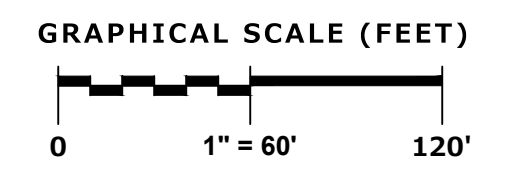
Staff recommends: Staff recommends the Park and Recreation Board approve the tree preservation and mitigation plan for Golden Fields of Sussex and require the onetime payment of \$100,000 or reduced to \$54,500 if the tree plan is approved by the Village and implemented by the Developer per the Developer's Agreement to meet the standards for the same.

DESIGNED: SAT
DRAWN: SAT
CHECKED: LUB
PROJECTED: SAT
DATE: 02-15-23



CONCEPT PLANT SCHEDULE

EVERGREEN TREE	Quantity	Size	Height
Juniperus chinensis 'Iowa' / Iowa Juniper	26	13' T x 5' W	5' Ht.
Picea glauca 'Densata' / Black Hills Spruce		30' T x 15' W	5' Ht.
Pinus strobus / White Pine		65' T x 30' W	5' Ht.
STREET TREES	Quantity	Size	Height
Acer freemanii 'Autumn Blaze' / Autumn Blaze Maple	52	48' T x 35' W	2.5' Cal.
Acer x freemanii 'Armstrong' / Armstrong Freeman Maple		60' T x 15' W	2.5' Cal.
Gymnocladus dioica / Kentucky Coffee Tree		70' T x 45' W	2.5' Cal.
Tilia americana 'Redmond' / Redmond American Linden		50' T x 35' W	2.5' Cal.
Ulmus x 'Morton Glossy' / Triumph Elm		55' T x 40' W	2.5' Cal.
Ulmus x 'New Horizon' / New Horizon Elm		35' T x 20' W	2.5' Cal.



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GOLDEN FIELDS OF SUSSEX
 VILLAGE OF SUSSEX, WAUKESHA CO., WI

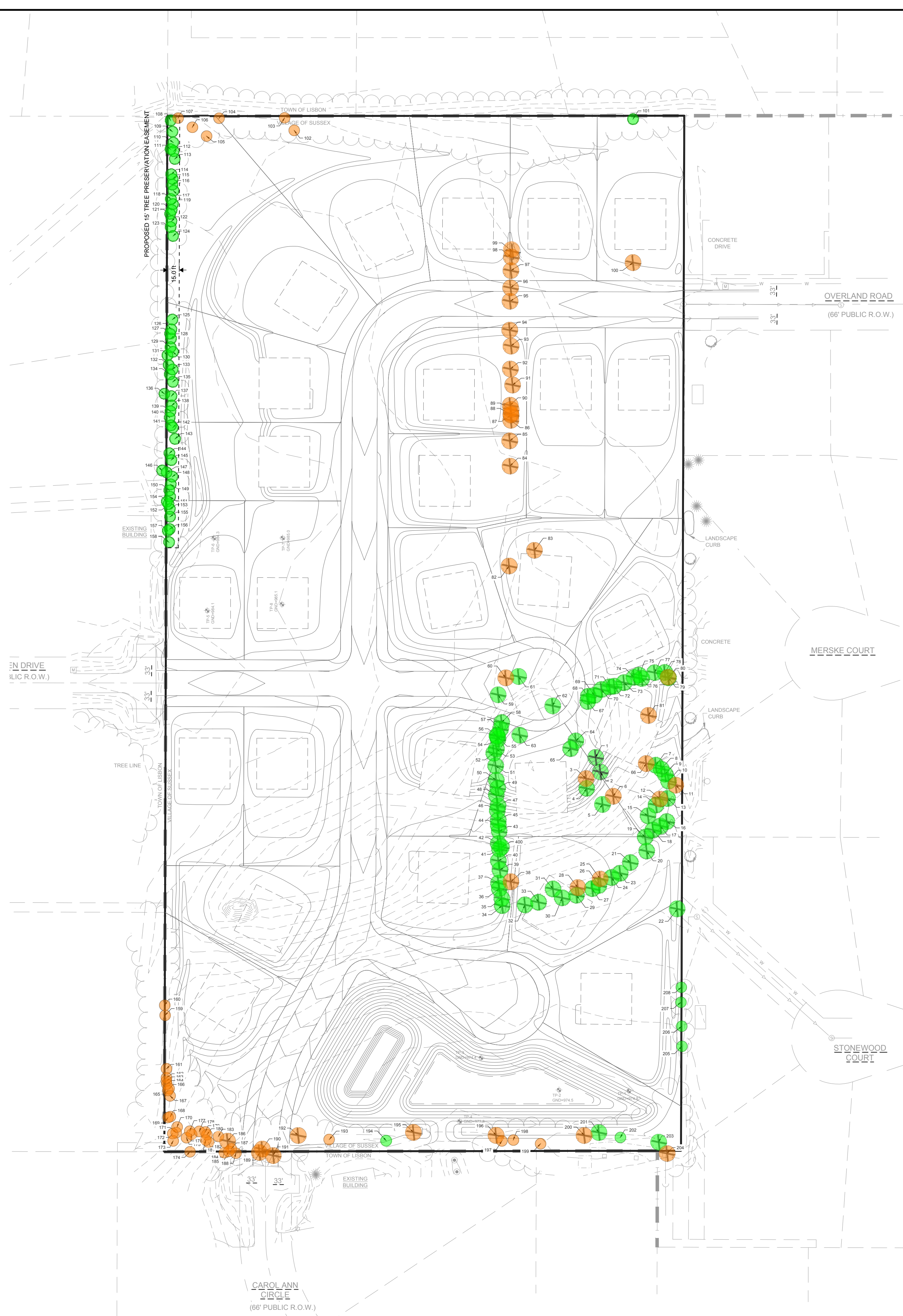
OVERALL STREET TREE PLAN

REVISIONS	

REG JOB No. 3042.00
 REG PM ASZ
 START DATE 02-02-23
 SCALE 1" = 60'

SHEET
 L-1
 L-6

THESE PLANS AND DESIGNS ARE COPYRIGHT PROTECTED AND MAY NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN CONSENT OF PINNACLE ENGINEERING GROUP, LLC.



EXISTING TREE KEY

- EXISTING DECIDUOUS TREE TO REMAIN
- EXISTING EVERGREEN TREE TO REMAIN
- ⊕ EXISTING DECIDUOUS TREE TO BE REMOVED
- ⊗ EXISTING EVERGREEN TREE TO BE REMOVED
- ★ DENOTES TREE REMOVAL IN CHART

TOTAL TREES ON-SITE - 209
 TOTAL CALIPER INCHES ON-SITE = 3,415
 TOTAL TREES TO BE REMOVED - 113
 REQUIRED MITIGATION - 994 CAL INCHES (SEE BELOW)
 PROPOSED ON-SITE MITIGATION - 182" (SEE SHEET L-1)

TREE SPECIES ON SITE DEEMED TO BE OF VALUE (2,225 CAL INCHES)

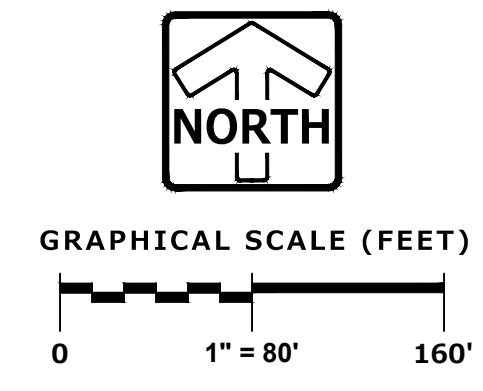
- ACER - MAPLE
- ARBORVITAE
- BETULA - BIRCH
- CARYA OVATA - SHAGBARK HICKORY
- PICEA - SPRUCE
- PINUS - PINE
- QUERCUS - OAK

TOTAL CALIPER INCHES OF "TREES OF VALUE" RATED IN FAIR OR BETTER CONDITION WHICH ARE BEING REMOVED AND REQUIRE MITIGATION:
 INCHES BEING REMOVED: 1,216"
 10% ALLOWABLE IMPACT: 222"
 1216-222= 994 (REQUIRED MITIGATION)

TREE SPECIES ON SITE DEEMED TO BE OF LITTLE VALUE (1,190 CAL INCHES)

- ACER - BOXELDER MAPLE
- MORUS ALBA - MULBERRY
- MALUS - APPLE
- POPULUS - POPLAR
- PRUNUS - PLUM
- PRUNUS SEROTINA - BLACK CHERRY

TOTAL CAL INCHES OF "TREES OF LITTLE VALUE" RATED IN FAIR OR BETTER CONDITION WHICH ARE BEING REMOVED AND DON'T REQUIRE MITIGATION:
 INCHES BEING REMOVED: 588"



TreeNumber	TreeSpecies	Diameter"	TreeCondition	Single/MultiStem
★ 1	Acer - Maple	34	Fair	Multi-Stem
★ 2	Acer - Maple	15	Good	Multi-Stem
★ 3	Acer - Boxelder	7	Good	Single Stem
★ 4	Pinus - Pine	14	Good	Single Stem
★ 5	Acer - Maple	14	Good	Multi-Stem
★ 6	Acer - Boxelder	8	Good	Single Stem
★ 7	Pinus - Pine	32	Good	Single Stem
★ 8	Pinus - Pine	19	Good	Single Stem
★ 9	Pinus - Pine	30	Good	Single Stem
★ 10	Pinus - Pine	18	Good	Single Stem
★ 11	Acer - Boxelder	6	Good	Single Stem
★ 12	Morus Alba - Mulberry	17	Good	Multi-Stem
★ 13	Pinus - Pine	20	Fair	Single Stem
★ 14	Pinus - Pine	20	Good	Single Stem
★ 15	Pinus - Pine	14	Poor	Single Stem
★ 16	Pinus - Pine	26	Good	Single Stem
★ 17	Pinus - Pine	16	Poor	Single Stem
★ 18	Pinus - Pine	20	Good	Single Stem
★ 19	Pinus - Pine	16	Fair	Single Stem
★ 20	Pinus - Pine	21	Fair	Single Stem
★ 21	Pinus - Pine	12	Fair	Single Stem
★ 22	Quercus - Oak	59	Poor	Single Stem
★ 23	Pinus - Pine	22	Fair	Multi-Stem
★ 24	Pinus - Pine	10	Poor	Single Stem
★ 25	Acer - Boxelder	10	Good	Multi-Stem
★ 26	Pinus - Pine	12	Fair	Single Stem
★ 27	Pinus - Pine	9	Poor	Single Stem
★ 28	Acer - Boxelder	11	Good	Multi-Stem
★ 29	Pinus - Pine	22	Fair	Multi-Stem
★ 30	Pinus - Pine	7	Poor	Single Stem
★ 31	Pinus - Pine	10	Excellent	Single Stem
★ 32	Pinus - Pine	14	Poor	Single Stem
★ 33	Pinus - Pine	19	Good	Single Stem
★ 34	Pinus - Pine	15	Good	Single Stem
★ 35	Pinus - Pine	16	Good	Single Stem
★ 36	Pinus - Pine	18	Good	Single Stem
★ 37	Picea - Spruce	18	Good	Single Stem
★ 38	Acer - Boxelder	10	Good	Multi-Stem
★ 39	Pinus - Pine	25	Good	Single Stem
★ 40	Pinus - Pine	18	Good	Single Stem
★ 41	Pinus - Pine	17	Good	Single Stem
★ 42	Pinus - Pine	15	Good	Single Stem
★ 43	Pinus - Pine	12	Good	Single Stem
★ 44	Pinus - Pine	15	Good	Single Stem
★ 45	Pinus - Pine	15	Good	Single Stem
★ 46	Pinus - Pine	18	Good	Single Stem
★ 47	Picea - Spruce	21	Good	Single Stem
★ 48	Picea - Spruce	13	Good	Single Stem
★ 49	Picea - Spruce	13	Good	Single Stem
★ 50	Picea - Spruce	13	Good	Single Stem
★ 51	Picea - Spruce	18	Good	Single Stem
★ 52	Picea - Spruce	11	Fair	Single Stem
★ 53	Picea - Spruce	11	Fair	Single Stem
★ 54	Arborvitae	30	Good	Multi-Stem
★ 55	Arborvitae	35	Good	Multi-Stem
★ 56	Arborvitae	13	Good	Multi-Stem
★ 57	Arborvitae	15	Good	Multi-Stem
★ 58	Arborvitae	26	Good	Multi-Stem
★ 59	Acer - Maple	35	Good	Multi-Stem
★ 60	Malus - Apple	7	Good	Multi-Stem
★ 61	Acer - Maple	33	Good	Single Stem
★ 62	Betula - Birch	26	Good	Multi-Stem
★ 63	Acer - Maple	13	Fair	Single Stem
★ 64	Arborvitae	16	Good	Multi-Stem
★ 65	Arborvitae	6	Good	Single Stem
★ 66	Acer - Boxelder	6	Good	Single Stem
★ 67	Pinus - Pine	22	Fair	Single Stem
★ 68	Pinus - Pine	16	Fair	Single Stem
★ 69	Pinus - Pine	23	Good	Single Stem
★ 70	Pinus - Pine	17	Good	Single Stem
★ 71	Pinus - Pine	13	Fair	Single Stem
★ 72	Pinus - Pine	21	Poor	Single Stem
★ 73	Pinus - Pine	28	Good	Multi-Stem
★ 74	Pinus - Pine	15	Fair	Single Stem
★ 75	Pinus - Pine	17	Good	Single Stem
★ 76	Pinus - Pine	20	Good	Single Stem
★ 77	Pinus - Pine	14	Fair	Single Stem
★ 78	Pinus - Pine	13	Poor	Single Stem
★ 79	Pinus - Pine	20	Fair	Single Stem
★ 80	Acer - Boxelder	28	Poor	Multi-Stem
★ 81	Malus - Apple	13	Fair	Multi-Stem
★ 82	Prunus - Plum	30	Good	Multi-Stem
★ 83	Prunus - Plum	10	Good	Single Stem
★ 84	Prunus - Plum	12	Good	Single Stem
★ 85	Prunus - Plum	8	Good	Multi-Stem
★ 86	Prunus - Plum	11	Good	Single Stem
★ 87	Prunus - Plum	6	Good	Single Stem
★ 88	Prunus - Plum	7	Good	Single Stem
★ 89	Prunus - Plum	6	Good	Single Stem
★ 90	Prunus - Plum	6	Good	Single Stem
★ 91	Prunus - Plum	13	Good	Multi-Stem
★ 92	Prunus - Plum	6	Good	Single Stem
★ 93	Prunus - Plum	16	Good	Multi-Stem
★ 94	Prunus - Plum	7	Good	Single Stem
★ 95	Prunus - Plum	7	Good	Single Stem
★ 96	Prunus - Plum	11	Good	Multi-Stem
★ 97	Prunus - Plum	12	Good	Single Stem
★ 98	Prunus - Plum	11	Good	Single Stem
★ 99	Populus - Poplar	14	Good	Multi-Stem
★ 100	Malus - Apple	30	Good	Multi-Stem
101	Pinus - Pine	17	Fair	Single Stem
102	Prunus - Plum	11	Good	Multi-Stem
103	Populus - Poplar	9	Good	Single Stem
104	Acer - Boxelder	9	Good	Single Stem

105	Acer - Boxelder	12	Good	Single Stem
106	Acer - Boxelder	10	Good	Single Stem
107	Acer - Boxelder	6	Good	Single Stem
108	Picea - Spruce	14	Fair	Single Stem
109	Picea - Spruce	15	Fair	Single Stem
110	Picea - Spruce	16	Good	Single Stem
111	Picea - Spruce	13	Fair	Single Stem
112	Picea - Spruce	13	Fair	Single Stem
113	Picea - Spruce	15	Fair	Single Stem
114	Picea - Spruce	14	Good	Single Stem
115	Picea - Spruce	15	Good	Single Stem
116	Picea - Spruce	6	Good	Single Stem
117	Picea - Spruce	15	Good	Single Stem
118	Picea - Spruce	13	Good	Single Stem
119	Picea - Spruce	13	Good	Single Stem
120	Picea - Spruce	6	Good	Single Stem
121	Picea - Spruce	17	Good	Single Stem
122	Picea - Spruce	8	Good	Single Stem
123	Picea - Spruce	13	Good	Single Stem
124	Picea - Spruce	16	Good	Single Stem
125	Picea - Spruce	20	Good	Single Stem
126	Picea - Spruce	11	Good	Single Stem
127	Picea - Spruce	13	Good	Single Stem
128	Picea - Spruce	14	Good	Single Stem
129	Picea - Spruce	18	Good	Multi-Stem
130	Picea - Spruce	13	Good	Single Stem
131	Picea - Spruce	15	Good	Single Stem
132	Picea - Spruce	15	Good	Single Stem
133	Picea - Spruce	11	Good	Single Stem
134	Picea - Spruce	11	Good	Single Stem
135	Picea - Spruce	11	Good	Single Stem
136	Picea - Spruce	14	Good	Single Stem
137	Picea - Spruce	12	Fair	Single Stem
138	Picea - Spruce	14	Fair	Single Stem
139	Picea - Spruce	16	Good	Single Stem
140	Picea - Spruce	11	Good	Single Stem
141	Picea - Spruce	16	Good	Single Stem
142	Picea - Spruce	11	Fair	Single Stem
143	Picea - Spruce	16	Good	Single Stem
144	Picea - Spruce	12	Good	Single Stem
145	Picea - Spruce	17	Good	Single Stem
146	Picea - Spruce	13	Good	Single Stem
147	Picea - Spruce	17	Good	Single Stem
148	Picea - Spruce	16	Good	Single Stem
149	Picea - Spruce	17	Good	Single Stem
150	Picea - Spruce	11	Good	Single Stem
151	Picea - Spruce	17	Good	Single Stem
152	Picea - Spruce	16	Good	Single Stem
153	Picea - Spruce	16	Fair	Single Stem
154	Picea - Spruce	13	Fair	Single Stem
155	Picea - Spruce	17	Fair	Single Stem
156	Picea - Spruce	13	Good	Single Stem
157	Picea - Spruce	16	Good	Single Stem
158	Picea - Spruce	20	Good	Single Stem
159	Acer - Boxelder	18	Good	Multi-Stem
160	Acer - Boxelder	35	Good	Multi-Stem
161	Acer - Boxelder	6	Good	Single Stem
162	Acer - Boxelder	35	Fair	Multi-Stem
163	Acer - Boxelder	6	Fair	Single Stem
164	Acer - Boxelder	15	Good	Single Stem
165	Acer - Boxelder	12	Good	Single Stem
166	Acer - Boxelder	12	Good	Single Stem
167	Acer - Boxelder	10	Fair	Single Stem
168	Acer - Boxelder	28	Fair	Multi-Stem
169	Acer - Boxelder	7	Good	Single Stem
170	Acer - Boxelder	20	Good	Multi-Stem
171	Acer - Boxelder	11	Poor	Single Stem
172	Acer - Boxelder	9	Good	Single Stem
173	Prunus Serotina - Black Cherry	25	Fair	Single Stem
174	Acer - Boxelder	39	Fair	Multi-Stem
175	Acer - Boxelder	6	Good	Single Stem
176	Acer - Boxelder	16	Good	Single Stem
177	Acer - Boxelder	12	Good	Single Stem
178	Acer - Boxelder	11	Poor	Single Stem
179	Acer - Boxelder	9	Fair	Single Stem
180	Acer - Boxelder	8	Fair	Single Stem
181	Prunus Serotina - Black Cherry	22	Good	Single Stem
182	Acer - Boxelder	10	Good	Single Stem
183	Acer - Boxelder	15	Good	Single Stem
184	Acer - Boxelder	11	Good	Single Stem
185	Acer - Boxelder	16	Good	Single Stem
★ 186	Prunus Serotina - Black Cherry	17	Good	Single Stem
187	Acer - Boxelder	6	Fair	Single Stem
188	Acer - Boxelder	22	Good	Multi-Stem
★ 189	Prunus Serotina - Black Cherry	23	Good	Single Stem
★ 190	Acer - Boxelder	34	Good	Multi-Stem
★ 191	Acer - Boxelder	16	Fair	Multi-Stem
★ 192	Acer - Boxelder	32	Fair	Multi-Stem
193	Acer - Boxelder	35	Good	Multi-Stem
194	Quercus - Oak	41	Excellent	Single Stem
★ 195	Acer - Boxelder	49	Good	Multi-Stem
★ 196	Malus - Apple	49	Good	Multi-Stem
197	Prunus Serotina - Black Cherry	22	Good	Single Stem
198	Acer - Boxelder	12	Good	Single Stem
199	Prunus Serotina - Black Cherry	27	Good	Single Stem
★ 200	Malus - Apple	13	Good	Single Stem
★ 201	Carya Ovata - Shagbark Hickory	6	Good	Single Stem
202	Carya Ovata - Shagbark Hickory	22	Excellent	Single Stem
★ 203	Quercus - Oak	48	Good	Multi-Stem
★ 204	Acer - Boxelder	6	Good	Single Stem
205	Betula - Birch	11	Excellent	Single Stem
206	Betula - Birch	11	Excellent	Single Stem
207	Betula - Birch	12	Excellent	Single Stem
208	Betula - Birch	11	Excellent	Single Stem
★ 400	Pinus - Pine	17	Good	Single Stem

REVISIONS

NO.	DATE	DESCRIPTION

REG. JOB No. 3042.00
 REG. PM ASZ
 START DATE 02-02-23
 SCALE 1"=80'
 SHEET L-6
 L-6

PINNACLE ENGINEERING GROUP
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 CHICAGO | MILWAUKEE | NATIONWIDE
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GOLDEN FIELDS OF SUSSEX
 VILLAGE OF SUSSEX, WAUKESHA CO., WI

TREE PROTECTION AND MITIGATION PLAN

PRELIMINARY TREE PROTECTION AND MITIGATION PLAN www.pinnacle-engr.com

Landscape Narrative
Golden Fields of Sussex
March 6, 2023

As part of the rezoning and preliminary plat package for the Golden Fields of Sussex project, a preliminary street tree and landscape plan set was prepared and submitted to the Village of Sussex for review. Sheet L-6 of that package is a Tree Protection and Mitigation Plan which identifies existing trees on the property and identifies which of those trees will remain or be removed.

The project site has 209 existing trees on site that are 6" caliper or larger. As part of the proposed grading, road work, and utility work required for the proposed development, 114 of these trees will be removed which would leave 95 remaining. On the Tree Protection and Mitigation Plan ("The Plan") the trees to be removed are noted with an **X**. The trees to be removed consist of both trees deemed to be of value (high quality desirable species, colored in green on The Plan) and trees deemed to be of little value (undesirable, nuisance, colored in tan on The Plan). The high quality, valuable trees are maple, arborvitae, birch, hickory, spruce, pine and oak. The undesirable. Little value trees are boxelder, mulberry, apple, poplar, plum and black cherry. Most of the trees being removed are located on the interior of the site, massing primarily around the existing home and fenced in pasture area north of the home. It is assumed the previous owner planted these trees to screen the views from neighboring lots into the property and into the existing home. Nearly half the trees on site are located along the property lines, the vast majority of which will remain. The trees of value along the west property line will be protected during the construction of the subdivision and beyond by a tree preservation easement. The other trees along the property line will remain but can be removed by the individual lot owners since they are deemed of little value. The preserved trees will provide the greatest screening benefit and visual impact for the neighboring lots. Along with preserving the trees along the property lines, the proposed development will supplement the existing trees with an additional 26 evergreen trees along the west property line as shown on sheet L-1. Additionally, 52 high quality street trees will be installed to help break up views and create an aesthetically pleasing continuation of the existing neighborhoods. As the proposed homes are built, trees and landscaping will be installed by individual homeowners to further enhance the aesthetics of the neighborhood.

See the next page for a summary of the trees and the required mitigation. This summary and mitigation requirements are based on the preliminary plans. A final summary and mitigation requirements will be prepared based on the approved construction plans.

Summary of trees:

Total existing trees on site (6" caliper or larger)	209 total	3,415 inches
Tree Species deemed to be of value	131 total	2,225 inches
• Fair or better condition	122 total	2,062 inches
• Poor quality	9 total	163 inches
Tree Species deemed to be of little value	78 total	1,190 inches
• Fair or better condition	75 total	1,140 inches
• Poor quality	3 total	50 inches
Tree to be remain	95 total	1,397 inches
• Of value to remain (fair or better)	59 total	846 inches
• Of little value to remain (fair or better)	36 total	551 inches
Tree to be removed	114 total	2,018 inches
• Of value to be removed (fair or better)	63 total	1,216 inches
• Of little value to be removed (fair or better)	39 total	589 inches
• Of value but poor quality	9 total	163 inches
• Of little value & poor quality	3 total	50 inches

Total caliper inches of "trees of value" rated in fair or better condition which are being removed and require mitigation:

Of value to be removed (fair or better) = 1,216 inches

10% allowable impact = 2,225 inches (tree species deemed to be of value) * 10% = 222 inches

Required mitigation = 1,216 inches – 222 inches = 994 inches

Proposed on site mitigation = (52 street trees*2.5-inch size) + (26 lot line trees*2-inch size) = 182 inches

Remaining mitigation required = 994 inches – 182 inches = 812 inches



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Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Parks & Recreation Board
From: Jennifer Moore, Clerk/Treasurer
Re: Lawn Services Contract and Village Park Special Event
Date: March 13, 2023

Lisbon Central Cemetery – Lawn Services Contract

The Village contracted with Al Moros last year to provide lawn services for the cemetery and were pleased with his services. He has indicated that will wishes to provide the same services for 2023 at a cost of \$170.00 per cut. Mr. Moros is asking for a \$5 per cut increase. Mr. Moros will be cutting the lawn once a week or on an as needed basis starting in April of this year and continuing until the grass goes dormant. Staff is confident that the lawn service costs will fall within our 2022 budget.

Staff recommends approval of the Lawn Services Contract.

Special Event Application – Amorphic Beer Garden

The Village has received an application for a special event from a Milwaukee microbrewery. Amorphic Beer would like to rent the Lions Open Air Shelter on August 5, 2023 and host a beer garden featuring their craft beer plus food trucks.

Per state law, a brewery must contact the Department of Revenue to receive and complete the required form to serve at a temporary second location. The state will then request permission from the Village since the temporary second location is on Village property. The brewery will only be permitted to operate during the hours as outlined on the rental agreement.

The Waukesha Sheriff's Department will be notified of this rental as alcohol is being served.

Staff recommends a one-time approval of the Amorphic Beer Garden special event at Village Park on August 5, 2023, subject to all state and local licensing requirements. All future events requested by this microbrewery must be approved individually.



Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

EVENT INFORMATION - Answer all questions completely

Organization Point of Contact: Alan Willhite

Name of Event: Amorphic Beer Garden

Date(s) of Rental: 05-AUG-2023

Rental Hours (including set-up/take-down): Noon to 9:00 pm

Estimated Parking Needs: 30 spots Estimated Attendance: 150

Location of Event: Village Park Armory Park Civic Center

Check the following applicable components of your event:

- Fundraiser
- Sell concessions/Sales of Any Kind
- Food Trucks
- Fireworks Display

- Overnight Camping
- Attracts more than 200 people
- Amusement Rides, Inflatables
- Tractor Show/Pull
- Parade or Run/Walk event
- Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

Beer garden featuring craft beer from Amorphic Beer (Milwaukee microbrewery) plus 1-2 food trucks. As a microbrewery, we can operate a temporary retail location using our Brewer's Alcohol Beverage Permit from the State of Wisconsin (309-1030664699-06) [no class B or operator license required]. We held beer gardens in Mukwonago and Oak Creek last year with great community reponse and would be delighted to have an event in Sussex this year.

RENTAL FEES:

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.

RENTABLE SPACES:

Park Open Air Shelters

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

Baseball/Softball Diamonds (3 hour period/field)

- \$30 Village Park #1 South
- \$30 Village Park #2 Central
- \$30 Village Park #3 North
- \$30 Village Park Lighted Diamond
- \$10 Lights for Lighted Diamond (fee/day)
- \$30 Hardball Diamond
- \$30 Armory Park #1
- \$30 Armory Park #2
- \$30 Armory Park #3
- \$30 Armory Park #4 (T-ball/Little League)
- \$20 Field Prep Per Diamond
- \$200 Tournament Fee per field

Enclosed Park Facilities

- \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

The Grove: Oak Room

(Capacity 150) (2 hour minimum)

(Seated at Tables 104)

- \$55/ hour (R)
- \$69/ hour (NR)

The Grove: Maple Room & Kitchen

(Capacity 75) (2 hour minimum)

(Seated at Tables 48)

- \$45/ hour (R)
- \$57/ hour (NR)

Tennis Courts (3 hour period/court)

- \$10R/ \$13NR Melinda Weaver #1
- \$10R/ \$13NR Melinda Weaver #2

Green Space (Approval Needed)

- \$25R/ \$32NR (Village Park Designated Green Space)
- \$25R/ \$32NR Circlemasters Green Space

Volleyball Courts (fee per court)

- \$10R/ \$13NR Village Park #1
- \$10R/ \$13NR Village Park #2

Disc Golf

- \$100R/ \$125NR Closure for special event
- \$25R/ \$32NR League (3 hour period per day)

Soccer Fields (3 hour period per rental)

- \$30 Armory #1-6 \$5 Armory #7

Sussex Civic Center (2 Hour Minimum)

Board Room - Dimensions 49'x 37'

Capacity 125/ Seated 80

- \$40/ hour (R)
- \$50/ hour (NR)

Board Room w/ Patio - Dimensions 99' x 46'

Patio Capacity 190/ Seated 48

- \$75/ hour (R)
- \$94/ hour (NR)

Community Room—Dimensions 64' x 29'

Capacity 125/ Seated 80

- \$40/ hour (R)
- \$50/ hour (NR)

Craft Room (Capacity 20)

- \$20/ hour (R)
- \$25/ hour (NR)

Multipurpose Room - Dimensions 50' x 90'

Capacity 225/ Seated 192

- \$80/ hour (R)
- \$100/ hour (NR)
- \$55 kitchen flat fee

Studio (Capacity 40)

No food/beverages allowed

- \$20/ hour (R)
- \$25/ hour (NR)

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Will there be outdoor amplified sound?	X		See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?		X	\$15 Beer/Beverage Permit Fee per day	
OR				
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)		X	\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check. The Village Clerk's office MUST be contacted (262-246-5200) to obtain rules & regulations regarding sales, service and permit applications no later than thirty (30) days prior to the rental.	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline at least 14 days in advance to have the area marked. Any fees will be the responsibility of the renter.	
Will you be using electricity?	X		Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	X		Provide your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Would you like to post an event banner up to 30 days prior to your event to promote? (Village Park and Armory Park renters only)		X	\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?	X		Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?	X		Please provide details.	
Are you requesting the use of traffic safety equipment, signs or barricades?	X		Please provide details of number and event location of requested traffic safety equipment. Additional fee may apply.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	

TOTAL OF FEES



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This Lawn Service Contract (this “Contract”) is made effective as of March 31, 2023 between the Village of Sussex, N64W23760 Main Street, Sussex, WI 53089, and Al Moros, N68W26966 Silver Spring Drive, Sussex, WI 53089. In this Contract, the party who is contracting to receive the services shall be referred to as “Village of Sussex” and the party who will be providing the services shall be referred to as “Al Moros”.

NOW, THEREFORE, AND IN CONSIDERATION of the mutual promises and agreements contained herein, Village of Sussex contracts with Al Moros, and Al Moros agrees to provide Lawn Services, as an independent contractor to the Village of Sussex at the following location under the terms and conditions hereby agreed upon by the parties:

- 1. DESCRIPTION OF SERVICES.** Beginning April 1, 2023 Service Provider will provide the following services (collectively, the “Services”):
 - a. Al Moros shall mow and trim the lawn in a competent and professional manner at the Lisbon Central Cemetery, N67W25479 Silver Spring Drive, Sussex, WI 53089, which comprises approximately 1.5 acres with gravestones and other structures.
 - b. The parties shall consult periodically concerning the length and appearance of the lawn.
 - c. Al Moros shall complete the mowing and trimming and on an as needed basis, but not more than once per week, in a manner consistent with Al Moros’s mowing and trimming of this property over the past several years. Each complete mowing and trimming event shall be known as a “Service Event”.
 - d. Al Moros shall maintain insurance for his vehicles, equipment, and personnel at Al Moros’s sole cost, a certificate of which shall be provided to the Village.

- 2. PAYMENT OF SERVICES.** The Village of Sussex will pay compensation to Al Moros for the Services at the rate of \$170.00 per Service Event. Al Moros shall request payment from the Village of Sussex by invoice or other written request and Village of Sussex shall pay said request in a timely manner according to its customary payment practices.

- 3. TERM/TERMINATION.** This contract shall terminate by November 1, 2023. The Agreement may be terminated by either party if 30 day written notice is given to the other party seeking termination of the contract. There is no penalty for early termination of the contract.

Al Moros

Date

Jennifer Moore, Clerk-Treasurer

Date