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@villagesussex.org
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 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 Center ..................................................246-5200
Jeremy Smith, Village Administrator .................246-5200
Kelsey McElroy-Anderson, Assistant Administrator ...........................................246-5231
Casen Griffiths, Administrative Services Director/
Clerk/Treasurer ..................................................246-5200
Judith Neu, Director of Public Works/Village
Engineer ............................................................246-5229
Nancy Whalen, Director of Finance ......................246-5225
Halie Dobbeck, Director of Parks & Recreation ......246-5200
Building Inspector ..............................................246-5212
Sussex Public Safety Building .............................246-5237
David Johnsen, Fire Chief ..................................246-5197
Capt. Lisa Panas, Director of Police Services ...246-5237
Pauline Haass Public Library ..................................246-5180
Kathy Klager, Library Director ............................246-5180
Public Works Garage ..........................................820-3130
Dennis Wolf, Asst. Director of Public Works.....820-3129
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 www.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](http://www.villagesussex.org).

**eBlasts**

Sign up for periodic email updates ([Sussex News & Notes](http://www.villagesussex.org/eblasts) general village updates, [Road Program Updates](http://www.villagesussex.org/eblasts) and [Planning and Development Updates](http://www.villagesussex.org/eblasts)) at [www.villagesussex.org/eblasts](http://www.villagesussex.org/eblasts).

**Social Media**

In addition to the website, the Village uses Facebook and Twitter to share immediate updates about important items—like when baseball diamonds are rained out for games or dates for brush collection—as well general information regarding Village services and programs.

**Newsletters & Publications**

*The Courier* newsletter provides information about issues facing the Village, elections, local ordinances, recreational programs, Village services, and other helpful information for Village residents. It is mailed twice a year (spring and fall) to all Village of Sussex households and businesses. The *Activity Guide* provides information about recreation classes and activities and special events, offered by the Village of Sussex and the Pauline Haass Public Library for children through older adults (55+). The guide is produced three times per year and mailed to homes.

The Courier and Activity Guide are available at the Sussex Civic Center, the Pauline Haass Public Library, and on the Village website.

**Public Meetings**

The Village Board’s regular meetings are held on the second and fourth Tuesdays of each month at 6:00 pm in the Board Room at the Civic Center. Village Board and Plan Commission meetings are televised live on Spectrum Cable Channel 25. Meeting agendas are posted at the Civic Center and on the Village website. Further information is available 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 am–8 pm. Questions regarding voting and elections may be directed to the Administrative Services Department 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 am–5 pm. 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 or at the polling place on Election Day. You can start the registration process online at [www.myvote.wi.gov](http://www.myvote.wi.gov). Please keep in mind that there may be delays when registering at the polls on Election Day. All voters must submit proof of residence with their voter registration.

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 10 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 [www.bringitwisconsin.com](http://www.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.

- Richmond School District .......... (262) 538-1360 .... www.richmond.k12.wi.us
- Arrowhead Union High School ...... (262) 369-3611 .... www.arrowheadschools.org

Links to each of the school districts is available on the Village website under “Living in Sussex/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.

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 www.phplonline.org.

Host Your Next Event at the Sussex Civic Center
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 125, provides an ideal space for a reception and gives renters the option to add on the gorgeous outdoor patio space overlooking Main Street.

All of our rentable spaces have the option to add on a full kitchen for onsite food preparation. The kitchen can also be rented individually.

For more information, call the Civic Center at (262) 246-5200 or email us at info@villagesussex.org.
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 and stormwater. You can pay 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, pay online 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 Donna Evers at (262) 246-5224 with this information.
- **View and pay** your bill online by clicking on “Online Payments” on the Village website and following the “Pay Your Utility Bill Online” link.
- **Change** the information on your account by calling the Civic Center at (262) 246-5200.
- **Report a sewer backup** during business hours (8 am to 5 pm 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 Johns Disposal Service 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 am according to the following schedule:

- Monday pick up for properties north of Good Hope Road
- Thursday pick up for properties south of Good Hope Road

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.**

Johns Disposal observes the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Monday, both pickup days will be one day later. If a holiday falls during the week, only the Thursday pickup day will be affected.

If you have any questions or concerns, call Johns Disposal at 888-473-4701 or visit [http://www.johnsdisposal.com/site/municipalities/sussex-village/](http://www.johnsdisposal.com/site/municipalities/sussex-village/)

Disposal of Appliances or Other Unusual Items

Residents must call Johns Disposal at (262) 473-4700 in advance to arrange collection of large items and are entitled to one collection per month at no extra charge.

Curbside bulk items collection includes up to 10 items during each scheduled collection. Acceptable items include large items such as furniture, appliances, mattresses, chairs, rolled carpet (4’ lengths tied and bundled), push lawn-mowers, extra cans or bags of garbage, antifreeze or drain oil in one (1) gallon container with secure lid that is labeled as “Drain Oil” and automotive batteries.

Please place all items at least 4 feet from the cart.

Residents will not be asked to wait more than two weeks for a scheduled collection. Any large items left at the curb without a scheduled collection date will not be collected.

*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. In addition, the Village collects leaves at the curbside in the fall. Watch the Village website and The Courier for details and dates.

You can also take brush to the Yard Waste Collection Site located at the Woodland Nature Preserve on Good Hope Road, just east of Waukesha Avenue. The collection site is open:

- 9 am to 4 pm Saturdays, April–Mid November
- 4–7 pm Mondays, May–August
- 3–6 pm 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 1.**
- An annual Yard Waste Site Pass for $25. 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 am–5 pm 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.
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

Public Safety

Public Safety Building
N63W24335 Main Street

Office Hours
8 am–5 pm, Monday-Friday

Office Hours Phone
(262) 246-5237

After Hours Phone
Non-emergency Dispatch:
(262) 446-5070

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.

www.villagesussex.org
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 on all Village streets between 2 and 6 am. To receive overnight parking permission, call (262) 246-5237 and choose voicemail option #1. Leave your name, vehicle make, model, type and license plate, phone number and address where your vehicle will be parked. Permission is limited to three times per month, except when extenuating circumstances arise, such as driveway repairs. Failure to call for permission will result in a parking citation.

- **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 pm.
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, by mail and in person.

Sussex Civic Center
(262) 246-5200
Office Hours:
8 am to 5 pm
Monday–Friday
info@villagesussex.org
Senior Programs

The Parks & Recreation Department offers many programs for seniors, such as: a meal site program; fitness programs; art classes and studios; basketweaving; 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 senior programming and activities are open to all individuals in the community 55 years and older (60 years old for the meal site program).
Special Events
The Parks and Recreation Department offers many special events throughout the year.

“I Run the Village” 5K

Spooky Sussex

July 4th Festivities
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. In 2019, the Village of Sussex will open a trailhead facility at Madeline Park. It will feature bathrooms, a drinking fountain and bike repair station. A map of the trail is available on the Village website.

Disc Golf

Sussex Village Park is home to Sussex’s 18-Hole Disc Golf Course. The course is open from early May through early November (weather permitting). 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

Friends of Sussex Parks & Recreation

Help make Sussex an even better place to live! The Friends group is comprised of adult supporters of Village of Sussex Parks & Recreation for the purpose of supporting parks and recreation services, park facilities and needs, and to stimulate gifts and fundraising. As a Friends Group member, you’ll join others who cherish the parks and want to have a say in the future use for generations to come. Members will meet new people, participate in gatherings/outing, make a difference in the community and be a part of important issues and decisions affecting the future of parks and recreation. If you are interested, contact Halie Dobbeck, Parks & Recreation Director, at (262) 246-5200 or by email to hdobbeck@villagesussex.org.
2019 Calendar of Special Events

Find more information about Special Events at www.villagesussex.org/specialevents

Sledding Party
JANUARY 19
(No-snow date February 2)
Village Park

Easter Basket Hunt
The two weeks prior to Easter

Bunny Lunch
APRIL 13
Civic Center

Sussex Farmers Market
Sundays, 9:30 am–1 pm
June –October
Civic Center Plaza

Zumbathon
MAY 4
Civic Center

Sussex Area Rummage
MAY 3 & 4
Community Wide

eCycle Collection
MAY 4
Civic Center Parking Lot

Rock-a-Thon
MAY 21
Civic Center Plaza

Seniors Green Thumb Planting Event
JUNE 5
Village Park

Classic Car Cruise Night
JUNE 20
(Rain date June 27)
Civic Center

Independence Day
JULY 4
Village Park

I Run the Village 5K
JULY 13
Village Park/Lions Daze

Senior Picnic
JULY 24
Village Park

Art & Soul
AUGUST 24
Civic Center

Movie Night
SEPTEMBER 13
(Rain date September 20)
Civic Center

Spooky Sussex
OCTOBER 18
Village Park

Turkey Hunt
The two weeks prior to Thanksgiving

Senior’s Holiday Swag Event
DECEMBER 4
Civic Center

The Joy Tree
First two weeks of December
Civic Center

Tree Lighting
DECEMBER 6
Civic Center