

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of
June 23, 2020**

1. Roll Call

The meeting was called to order by President LeDonne at 6:03 pm.

Members present: Greg Zoellick, Lee Uecker, Scott Adkins, Ron Wells, Wendy Stallings, Michael Bartzen and President Anthony LeDonne.

Members excused: None

Also present: Administrator Jeremy Smith, Attorney John Macy, Assistant Village Administrator Kelsey McElroy Anderson, Administrative Services Director Sam Liebert and members of the Public.

2. Pledge of Allegiance

President LeDonne led the pledge of allegiance.

3. Meeting Minutes

A motion by LeDonne, seconded by Zoellick to approve the June 9, 2020 Village Board meeting minutes.

Motion carried 7-0

4. Communications and Public Hearings

A. Village President Report

President LeDonne stated that Friday, July 3, the Civic Center will be closed in observance of Independence Day. Saturday, July 4, the Yard Waste Site will be closed in observance of Independence Day. The usual July 4th activities (including fireworks) have been cancelled; however, children are invited to ride their decorated bikes, Big Wheels, wagons, etc. over to Village Park between 10 a.m. to 12 p.m. for a free ice cream treat courtesy of Dairyland Busses. Wednesday, July 8, the Architectural Review Board meets at meets at 4 p.m. in the Civic Center Board Room. Saturday, July 11, the "I Run the Village" 5K Run/Walk has been cancelled. Tuesday, July 14, the Public Works Committee meets at 6 p.m. in the Civic Center Board Room, immediately followed by the Finance and Personnel Evaluation Committee, also in the Civic Center Board Room. Wednesday, July 15, the Pauline Haass Library Board meets at 6:30 p.m. in the Quad Graphics Room at the Library.

B. Public Hearing

President LeDonne opened up the Public Hearing on Ordinance 869 to Repeal and Recreate Sections 17.0416A. 4. (a), 17.0417 A. 4. (a), 17.0418 A. 4. (a), 17.0419 C. 4. (a), 17.0420 A. 4. (a) and 17.0421 A. 4. (a) of Chapter 17 Zoning Code Ordinance of the Village of Sussex Municipal Code with respect to drive-thru's for financial institutions.

No one present wished to speak.

The hearing was closed.

C. Annual Audit and Citizen Annual Financial Report Presentation

Brian Anderson with Wipfli LLP, the Village's accounting firm, gave an update on the village's audit for 2019. He stated that the village is in a very healthy financial situation and that no major issues were found during the audit.

Administrator Smith gave an update on the Annual Financial Report to the Citizens. Mr. Smith stated that the citizen report takes the technical data and information from the audit and puts it into a format that is easier for the public to consume and understand. He stated that the report can be found at the Civic Center or on the village website.

5. Committee Reports

5.A. Board of Fire Commissioners Report

Trustee Uecker stated that the Board of Fire Commissioners did not meet this month and currently do not have a future meeting scheduled at this time.

5.B. Community Development Authority

Trustee Stallings stated that the Community Development Authority met on June 16th at 3:30 pm and welcomed the newest CDA member to the board, Jim Stone. During the meeting, they reviewed applications for the EGG Grant Program and also adjusted some of the criteria for the program. Instead of having just a maximum to the grant, the CDA instituted a minimum amount they would grant to \$500. EGG Grant dollars can also now be used to pay for Village services. The next CDA meeting will be July 23rd.

5.C. Park & Recreation Board

5.C.1. Motion by Adkins, seconded by Stallings to approve changes to the Recreation Account Credit policy as presented by staff. Motion carried 7-0

5.D. Pauline Haass Library Board

Trustee Zoellick stated that as expected, library circulation was down from last year for the month of June. However, it was down 12.67%, which is far less of an impact than I expected. System-wide, circulation was down 41.56% in June. Some libraries continued to be closed well into June, so that number is skewed, but even compared to those who opened at the same time (or before) we did, we took a relatively small hit. Our circulation for the year, however, is down 29.1% (physical circulation down 33.6%; digital circulation up 20.9%). The library is hopeful that we can make up some ground if we are able to remain open, but there's no question that we must expect this year to look very different from other years.

5.E. Plan Commission

5.E.1. Motion by LeDonne, seconded by Wells to approve the Final Plat for Woodland Trails Subdivision east of Coldwater Creek Subdivision and south of Plainview Road subject to the standard conditions of Plat Approval. Motion carried 7-0

5.E.2. Motion by LeDonne, seconded by Uecker to approve Ordinance 869 to Repeal and Recreate Sections 17.0416A. 4. (a), 17.0417 A. 4. (a), 17.0418 A. 4. (a), 17.0419 C. 4. (a), 17.0420 A. 4. (a) and 17.0421 A. 4. (a) of Chapter 17 Zoning Code Ordinance of the Village of Sussex Municipal Code with respect to drive-thru's for financial institutions. Motion carried 7-0

5.F. Public Safety and Welfare

5.F.1. Motion by Stallings, seconded by LeDonne to hire three Full Time Firefighter/Paramedics instead of Fire Lieutenants for 2020. Motion carried 7-0

6. Staff Reports

Mrs. McElroy-Anderson stated that Clover Avenue will be opening tomorrow. Good progress is being made on the Maple Avenue in all sections of the project. Staff is working quickly to begin hiring of the new fire fighter positions.

Mr. Smith stated that the he had a successful meeting with the state yesterday and expects approval soon for the new splash pad to move forward. Thank you to Senator Kapenga's office for their help.

Mr. Macy stated that he had no updates. The legislature is adjourned.

Mr. Liebert stated that the Board of Appeals will be meeting next Monday at 5:30 pm. Sanitizing and cleaning has increased at the restrooms in the parks. About 1,100 absentee ballots will be mailed out this week.

7. Comments from Citizens Present

No one present wished to speak.

8. Old Business

There was no Old Business to take up.

9. New Business

9.A. Motion by LeDonne, seconded by Stallings to approve the renewal application for a Combination Class "B" Retail License for the Sale of Fermented Malt Beverages & "Class B" Retail License for the Sale of Intoxicating Liquors July 1, 2020 to June 30, 2021 to Thirsty Duck Sussex, LLC, N64W23180 Main St., Sussex WI 53089, Thirsty Duck, Agent: Daniel P Zierath subject to standard conditions of alcohol licensing. Motion carried 7-0

9.B. Motion by LeDonne, seconded by Wells to approve the application for a six-month Class "B" Retail License for the Sale of Fermented Malt Beverages, June 24, 2020 to December 24, 2020 to SBA Operations, LLC at the Village Park Concession Stand W244N6125 Weaver Dr., Sussex WI 530859; Agent Samantha May subject to standard conditions of alcohol licensing. Motion carried 7-0

9.C. Motion by LeDonne, seconded by Uecker to approve the applications for Amusement Device Licenses July 1, 2020 to June 30, 2021 for the following:

1. Northern Novelty (Belfast Station) – 8 permits
2. Northern Novelty (Thirsty Duck) – 14 permits
3. Sussex Hometown – 4 permits

Motion carried 7-0

10. Consideration on resignation and appointments

10.A. Motion by LeDonne, seconded by Zoellick to appoint Trustee Greg Zoellick to the Plan Commission.

A roll call vote was taken:

Zoellick – Aye
Uecker – Nay
LeDonne – Aye
Adkins – Nay
Stallings – Nay
Wells – Aye
Bartzen – Nay

The motion failed, due to a super majority of 2/3 of the board not in agreement. Per Village Ordinance, Village Board members appointed to the Plan Commission require a 2/3 vote for approval.

11. Adjournment

Motion by LeDonne, seconded by Zoellick to adjourn at 7:04 pm.

Motion carried 7-0

Respectfully submitted,

Samuel E. Liebert
Administrative Services Director,
Village Clerk/Treasurer