



N64W23760 Main Street
Sussex, Wisconsin 53089
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Email: info@villagesussex.org
Website: www.villagesussex.org

AGENDA
VILLAGE BOARD
VILLAGE OF SUSSEX
6:00 PM - TUESDAY, OCTOBER 27, 2020
SUSSEX CIVIC CAMPUS – BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET

The Village Board may convene in closed session(s) to discuss the matter(s) listed on this agenda and under Wis. Stats. 19.85(2) hereby provides notice that the Village Board will reconvene in open sessions after said closed session(s) and may take action on items as listed on the agenda.

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes from the Village Board meetings held on October 13th and 22nd, 2020.
4. Communications and Public Hearing(s)
 - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions.
5. Committee Reports
 - A. Board of Fire Commissioners Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 - B. Community Development Authority Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 - C. Park & Recreation Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 - D. Pauline Haass Library Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
 - E. Plan Commission Report on discussion and action taken at the previous meeting, future agenda items and upcoming scheduled meetings.
 - F. Public Safety and Welfare Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
6. Staff Reports on upcoming events, projects in process, future agenda items and scheduled meetings.

7. Comments from citizens present.
8. Old Business.
9. New Business.
 - A. Consideration and possible action on Sled Bugs use of Village trails for 2020-2021 winter season.
10. Consideration and possible action on resignations and appointments.
 - A. Consideration of Trustee Appointment to the Plan Commission
11. Consideration and possible action on a motion to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility with respect to a potential contract amendment with the Village Administrator.
12. Consideration and possible action on items requiring action arising out of the executive session.
13. Adjournment

Anthony LeDonne
Village President

Jeremy Smith
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. 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.

DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE SUSSEX VILLAGE BOARD
AND ARE SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of
October 13, 2020**

1. Roll Call

The meeting was called to order by President LeDonne at 6:00 pm.

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

Members excused: None.

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy Anderson, Attorney John Macy, 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 Bartzen, seconded by Uecker to approve the September 22, 2020 Village Board meeting minutes and September 22, 2020 Village Board Budget Meeting minutes. Motion carried 7-0

4. Communications and Public Hearings

A. Village President Report

President LeDonne stated that on Wednesday, October 14, there will be a Community Blood Drive from 12:30 to 5:30 p.m. at The Grove at Village Park. Monday, October 19, curbside leaf collection begins in the Village and will continue until the leaves are off the trees. In partnership with the Library, "The Legend of Spookley the Square Pumpkin" Storywalk takes place at Village Park from October 19-25. This is a free event. Tuesday, October 20, in-person Absentee Voting begins at the Civic Center and runs through Friday, October 30, during regular business hours (8 a.m. to 5 p.m.). The Board of Fire Commissioners meets at 5 p.m. in the 2nd Floor Committee Room at the Civic Center. The Public Safety & Welfare Committee meets at 6 p.m. in the 2nd Floor Committee Room at the Civic Center. The Plan Commission meets at 6:30 p.m. in the Civic Center Board Room. The Parks & Recreation Board meets at 7 p.m. in the Community Room at the Civic Center. On Wednesday, October 21, the Pauline Haass Library Board meets at 6:30 p.m. in the Quad Graphics Room at the Library. On Thursday, October 22, The Great Pumpkin Drive Thru takes place from 6 to 8 p.m. at Village Park. Free pumpkins and decorating kits will be given to the first 750 kids. The Village Board Budget Workshop takes place at 5:30 p.m. in the Civic Center Board Room.

5. Committee Reports

5.A. Finance and Personnel Committee

5.A.1. Motion by Bartzen, seconded by LeDonne to approve of the September Check Register and P-card Statement in the amount of \$3,089,047.76. Motion carried 7-0

5.A.2. Motion by Bartzen, seconded by Uecker to approve of the September Ace Hardware credit in the amount of \$47.04.

Motion carried 6-0
LeDonne Abstained.

5.A.3. Motion by Bartzen, seconded by Stallings to approve of an Operator License for Rachel Koester subject to the standard conditions for operator license approval.

Motion carried 7-0

5.B. Public Works Committee

5.B.1. Motion by Adkins, seconded by Bartzen to approve of bills for payment in the amount of \$1,093,465.93.

Motion carried 7-0

5.B.2. Motion by Adkins, seconded by Uecker to approve the Salt Contract with Waukesha County.

Motion carried 7-0

6. Staff Reports

Ms. McElroy Anderson stated the central section of the Maple Avenue project is nearing completion and should hopefully open back up to two-way by early next week. Public Works has finished brush pick up and leaf collection begins Monday October 19. The goal of the leaf pickup program is to pick up leaves from every home every two weeks. Residents can track leaf pickup on our website at www.villagesussex.org. Hydrant flushing is ongoing this week and will finish by Friday.

Mr. Smith stated that there were rumors of a planned protest this coming Friday. Since then, the group has pulled back on their planned protests and the Sheriff's office does not believe there will be a protest at this time.

Mr. Macy stated that the legislature is still not in session and that the senate does not plan to meet again this year. On a sad note, Virgil Hans Dawson passed away on October 8. He was always a huge supporter of Sussex and will be missed.

Mr. Liebert welcomed Caren Brustmann, the new Deputy Clerk for the Village. The November 3 Election is three weeks away. Over 2,600 absentee ballots have been mailed out so far. Early in-person absentee voting begins next Tuesday October 20 and runs through Friday October 30. The village is completely staffed and trained up for the upcoming election.

7. Comments from Citizens Present

No one presented wished to speak.

8. Old Business

There was no old business.

9. New Business

There was no new business.

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. President LeDonne stated that the board would now consider a motion to convene into executive session under Wis. Stats. 19.85(1)(g) when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved with respect to arbitration with the Town of Lisbon and under 19.85(1)(e) when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with respect to a settlement between the Village of Sussex and Town of Lisbon.

Motion by LeDonne, seconded by Stallings to convene into executive session. A roll call vote was taken.

Motion carried 7-0

The Village Board went into closed executive session at 6:26 pm.

The Village Board went back into open session at 7:29 pm.

12. Adjournment

Motion by LeDonne, seconded by Zoellick to adjourn at 7:30 pm.

Motion carried 7-0

Respectfully submitted,

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

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Village Board Budget Meeting of
October 22, 2020**

1. Roll Call

The meeting was called to order by President LeDonne at 5:42 pm.

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

Members excused: Scott Adkins

Also present: Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy Anderson, Finance Director Nancy Whalen, and Public Works Director/Engineer Judy Neu.

2. Comments from Citizens Present

No one present wished to speak.

3. Introduction and discussion on 2021 Budget

President LeDonne asked Administrator Smith for updates. Mr. Smith updated the Board on the estimated tax rates for each taxing jurisdiction in the Village. He noted that State aid to the Hamilton School District resulted in their tax rate going down more than originally anticipated. Mr. Smith also answered the follow-up questions from the last budget meeting.

Trustee Uecker asked when the Village last reviewed the impact fees. Mr. Smith stated that the fees were last adjusted in 2015, but there is an annual escalation factor already factored in.

Trustee Uecker asked if revenue from impact fees was used for the sprinkler replacement in the Library. Mr. Smith stated that these funds weren't used for this project because it was considered maintenance and impact fees can only be used for new projects.

Trustee Zoellick stated that the Library needs to do a study to determine if they can expand the existing building or if they will have to building something new. Mr. Smith agreed that the Library Board will need to do this study in the next year or two.

At the request of President LeDonne, Mr. Smith walked through the peer city analysis in regards to residential and commercial occupancy fees.

Motion by LeDonne, seconded by Wells to increase the residential and commercial occupancy fees to \$75 and \$150, respectively. Motion carried 6-0

Trustee Bartzen asked Mr. Smith if he thinks the increase in State aid to the School District will be one year or ongoing. Mr. Smith responded that the State aid is likely to go down next year, but they are unlikely to see a huge swing down because the School District is growing.

President LeDonne asked if the Village started the pay-as-you-go system in 2009. Mr. Smith stated that this was correct.

Discussion followed about the streets depreciation and parks depreciation items on the extras list.

Mr. Smith, at the request of Trustee Bartzen, had identified the following changes to the budget, which could be made to offset the cost of depreciation items:

- Increase the sewer dividend (transfer to the General Fund): \$50,000
- Increased State Transportation Aids: \$36,469
- Increased recreation revenue: \$5000
- Increase the annual yard waste pass by \$5,000
- Increase the residential and commercial occupancy fee: \$1,800

There was consensus to make the changes listed above. Trustee Stallings stated that she wanted to make sure the revenue generated by parks and recreation functions went to the parks depreciation.

Discussion followed about how to fund the streets and parks depreciation funds, but not raise taxes for the average house in Sussex. Mr. Smith stated that they could also raise the annual garbage fee by \$1, which would generate \$2,500 annually. This would bring the total available funding for depreciation up to \$100,000.

Motion by LeDonne, seconded by Wells to make the following changes to the proposed budget:

- Increase the sewer dividend (transfer to the General Fund): \$50,000
- Increased State Transportation Aids: \$36,469
- Increased recreation revenue: est. \$5,000
- Increase the annual yard waste pass by \$5: est. \$5,000
- Increase the residential and commercial occupancy fee: est. \$2,000
- Increase the annual garbage fee by \$1: est. \$3,500
- Add \$70,000 in depreciation for roads
- Add \$30,000 in depreciation for parks

A roll call vote was taken.

Motion carried 6-0

Motion by LeDonne, seconded by Bartzen to direct staff to prepare the updated budget and notice the public hearing for November 24, 2020.

Motion carried 6-0

4. Adjournment

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

Motion carried 6-0

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5211
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Village Board
From: Sam Liebert, Administrative Services Director, Clerk/Treasurer
Re: Village Board Meeting- October 27, 2020
Date: October 23, 2020

3. Consideration and possible action on minutes from the Village Board meetings held on October 13th and 22nd, 2020.

4.A. Village President Report- report on meetings attending and upcoming communications, and recognitions including Successfully Sussex Awards.

5A. Board of Fire Commissioners Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5B. Community Development Authority Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5C. Park & Recreation Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5D. Pauline Haass Library Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5E. Plan Commission Report on discussion and action taken at the previous meeting, future agenda items and upcoming scheduled meetings.

5F. Public Safety and Welfare Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

9.A. Staff recommends approval of the Sussex Sled Bugs Snowmobile Club's use of Village trails for the 2020-21 winter season. The requested trail use will be the same as in past years. There have been no significant problems with this operation in the past. Please see the enclosed map from the Sled Bug Snowmobile Club for more information.

10.A. Consideration and possible action Trustee Plan Commission Appointment.

11. Consideration and possible action on a motion to convene into executive session under Wis. Stats. 19.85(1)(c) when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body

has jurisdiction or exercises responsibility with respect to a potential contract amendment with the Village Administrator.

12. Consideration and possible action on items requiring action arising out of the executive session.

13. Adjournment.



**Sussex Sled Bugs
Snowmobile Club, Inc.**

N68 W23775 Donna Drive
Sussex, WI 53089-0222

September 17, 2020

Public Safety & Welfare Committee
% Village of Sussex
N64 W23760 Main Street
Sussex, WI 53089

RE: ***Public Safety & Welfare Committee Meeting
October 20, 2020, 6:00 PM***

The **Sussex Sled Bugs Snowmobile Club, Inc.** would appreciate being on the agenda, for the above referenced meeting. Club representatives will plan to attend the Public Safety & Welfare Committee meeting at the Civic Center on Tuesday, October 20, to meet the current Committee members and to answer any questions they might have.

We will send a copy of our Certificate of Liability Insurance to the Village when received from our agent.

The desired sections of property for the 2020-2021 snowmobile season remain the same properties that we were granted for use, in the 2019-2020 season.

If you have any questions or need any other information, please call me, (262) 617-1137.

Sincerely,

SUSSEX SLED BUGS SNOWMOBILE CLUB, INC.

Karen Jeras, Secretary

cc: Jerry Fink, Trail Coordinator
Aaron Stehling, President
Monique Taylor, Vice President

Village of Sussex – Sled Bug Trails 2019 - 2020

