

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Finance & Personnel Evaluation Committee of  
December 1, 2020**

**1. Roll Call**

The meeting was called to order by Chairman Bartzen at 7:10 p.m.

Members present: Trustee Michael Bartzen, Trustee Lee Uecker, Trustee Scott Adkins, and Ben Jarvis.

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Finance Director Nancy Whalen, Village President Anthony LeDonne, and Quad Graphics Internal Counsel Alex Pyke.

**2. Consideration and possible action on minutes**

A motion by Adkins, seconded by Jarvis to approve the November 5, 2020 meeting minutes as presented.  
Motion carried 4-0.

**3. Comments from Citizens**

None

**4. Operator Licenses**

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of an operator's license application to Danielle Olsen, subject to the standard conditions of operator license approval.  
Motion carried 4-0.

**5. Check Register and P-card statements:**

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of the November Check Register and P-Card statement in the amount of \$1,522,248.28.  
Motion carried 4-0

**6. Ace Hardware Purchases**

None

**7. Class A Beer and Liquor license for Kwik Trip, W250N5279 Business Drive, Sussex WI 53089.**

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of the Class A License for Kwik Trip, subject to the standard conditions of approval.  
Motion carried 4-0

**8. Class B Beer and Liquor License granted for Quad Graphics, Inc. N61W23044 Harry's Way, Agent Gary L. Chitwood.**

Mr. Pyke walked through the layout of the facility and demonstrated how they meet the Code requirements for a Class B license. He stated that there is a separate entrance to this area from the southeast corner that enters from the outside of the building. He also demonstrated on the map that there is a clear and delineated area where alcohol will be stored and served. The offices and plant floor have separate entrances not attached to this area. All entrances and exits are clearly marked. Mr. Pyke also stated that Quad Graphics has held this same Class B license for many years without issue.

A motion by Bartzen, seconded by Jarvis to recommend to the Village Board approval of the Class B Beer and Liquor License for Quad Graphics, subject to the standard conditions of approval.  
Motion carried 4-0

**9. 2020 Budget Amendment**

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of Resolution 20-29 amending the 2020 Budget.  
Motion carried 4-0

**10. Stormwater Revenue Bonds**

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of Resolution 20-30 authorizing the issuance and sale of \$1.955 million Stormwater System Revenue Bonds, Series 2020C of the

Village of Sussex, Waukesah County, WI and providing for the payment of the Bonds and other details with respect to the Bonds. Motion carried 4-0

### **11. Trustee and Citizen Appointments to Committees, Commissions, and Boards**

Discussion followed on the items listed below.

#### **A. Appointment to Vacancies on the Village Board**

President LeDonne recommended clarifying that only the Trustee positions remain vacant within the last 120 days of that position's term. The Village President position should be filled immediately. There was consensus that this change should be made to the policy.

A motion by Bartzen, seconded by Uecker to recommend the Village Board adopt the policy for filling vacated Village Board positions with the changes recommended by Attorney Macy and President LeDonne.

Motion carried 4-0

#### **B. Citizen Appointments to Committees**

President LeDonne recommended adding that the Village President may choose to consult with Village staff in addition to or in lieu of members of the Village Board during the application review and interview process. Trustee Adkins requested changing "or" to "and/or" in regards to selecting members of the Village Board and/or the Village staff to consult with throughout the review process.

A motion by Bartzen, seconded by Uecker to recommend the Village Board adopt the policy for filling vacant Committee positions with the changes recommended by Attorney Macy, President LeDonne, and Trustee Adkins.

Motion carried 4-0

### **12. Topics for Future Agendas**

Trustee Bartzen requested that the Committee look at moving back when citizen appointment terms are up to later in the year so there isn't such a fast pace need to make these transitions after the spring elections. Mr. Smith stated that this will be on the January agenda.

### **13. Adjournment**

A motion by Adkins, seconded by Bartzen to adjourn the meeting at 7:38 p.m.

Motion carried 4-0.

Respectfully submitted,

Jeremy Smith  
Village Administrator