



N64W23760 Main Street
Sussex, Wisconsin 53089
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VILLAGE BOARD
VILLAGE OF SUSSEX
6:00 PM - TUESDAY, AUGUST 24, 2021
SUSSEX CIVIC CAMPUS – BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes from the Village Board meetings held on August 10, 2021.
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.
 1. Recommendation and possible action on Prides Crossing Park Design.
 - 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 meetings.
7. Comments from citizens present.
8. Old Business.
9. New Business.

- A. Consideration and possible action on Resolution 21-13 rescinding 2020 property taxes for tax key number SUXV-0200-082-011 in the amount of \$77.19, property tax key number SUXV-0282-060 in the amount of \$3,253.40, personal property tax key number SUXV T129 in the amount of \$45.61, personal property tax key number SUXV A145 in the amount of \$45.61 and personal property tax key number SUXV O107 in the amount of \$1,447.22
- 10. Consideration and possible action on resignations and appointments.
- 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 attend 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 262-246-5200.

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
August 10, 2021**

1. Roll Call

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

Members present: Greg Zoellick, Lee Uecker, President Anthony LeDonne, Ron Wells, Benjamin Jarvis and Stacy Riedel.

Members excused: Scott Adkins.

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

2. Pledge of Allegiance

President LeDonne led the pledge of allegiance.

3. Meeting Minutes

Motion by Jarvis, seconded by Zoellick to approve the July 27, 2021 Village Board meeting minutes.

Motion carried 6-0

4. Communications and Public Hearings

A. Village President Report

President LeDonne reported that on Sunday, August 15, the Main Street Block Party takes place from 11 a.m. to 3 p.m., on the Civic Center Plaza and Main Street. The event features live music, a farmers/artisan market, games, food and local beer. Tuesday, August 17, the Public Safety & Welfare Committee meets at 6 p.m. in the Civic Center Committee Room, the Plan Commission meets at 6:30 p.m. in the Civic Center Board Room and the Parks & Recreation Board meets at 6:30 p.m. in the Civic Center Committee Room. Wednesday, August 18 a Community Blood Drive takes place from 12:30 to 5:30 p.m. at the Civic Center. The Pauline Haass Library Board also meets at 6:30 p.m. at the Library. Thursday, August 19, a Community Chat will be held at from 5:30 to 6:30 p.m. at Armory Park. This is an opportunity for residents to chat one on one with Village Trustees and staff to ask questions and give feedback. There is no formal presentation; just drop in.

5. Committee Reports

A. Finance and Personnel Committee

5.A.1. Motion by Jarvis, seconded by Uecker to approve of the July Check Register and P-card Statement in the amount of \$970,934.65

Motion carried 6-0

5.A.2. Motion by Jarvis, seconded by Wells to approve of the March Ace Hardware purchases in the amount of \$1,006.73.

LeDonne Abstained

Motion carried 5-0

5.A.3. Motion by Jarvis, seconded by Zoellick to approve of a Combination Class "B" Retail License for the Sale of Fermented Malt Beverages & "Class B" Retail License for the Sale of Intoxicating Liquors September 1, 2021 to June 30, 2022 to Tap In, N65W24838 Main Street, Suite E, Agent Bret Flora, conditioned upon the standard conditions of liquor license approval.

Motion carried 6-0

5.A.4. Motion by Jarvis, seconded by Uecker to approve of the contract with Waukesha County for Assessment and Tax

Billing Services for 2022-2023.

Motion carried 6-0

5.A.5. Motion by Jarvis, seconded by Zoellick to approve the second quarter investment report as presented.

Motion carried 6-0

B. Public Works Committee

5.B.1. Motion by Jarvis, seconded by Wells to approve of bills for payment in the amount of \$451,769.45.

Motion carried 6-0

5.B.2. Motion by Jarvis, seconded by Uecker to award the Wastewater Treatment Plant Automatic Gate contract be to Northway Fence per their bid for the project of \$35,300 and that a contingency of \$3,530 (+/- 10% of total cost), be established for a total allocation of \$38,830 for this contract.

Motion carried 6-0

5.B.3. Motion by Jarvis, seconded by Wells to approve of the Waukesha County Salt Contract for the 2021/2022 Winter Season.

Motion carried 6-0

5.B.4. Motion by Jarvis, seconded by Riedel to approve of Resolution 21-12 to close part of Maple Avenue on September 11, 2021 for the Touch-A-Truck Event at Armory Park.

Motion carried 6-0

6. Staff Reports

Mrs. McElroy-Anderson had nothing to report.

Mr. Smith reported that sent the Village Board some dates to consider for budget meetings this fall.

Mr. Macy reported that a couple bills passed in Madison that affect municipalities, but they don't pertain to the village.

Mr. Liebert reported that the county has taken over tax collection for the remainder of the year. Redistricting will begin soon with census data now available. Preliminary census data shows that Sussex grew by over 10% and the state average was a little over 5%.

7. Comments from Citizens Present

Kasey Fluet of N58W24799 Cardinal Ct. Sussex, WI handed out a document showing the salaries of current village employees. Ms. Fluet stated that she recently resigned from employment with the village. Ms. Fluet stated that her salary was no where near the employees listed on the document. Ms. Fluet stated that the board should look at different things when it comes to the budget. Ms. Fluet stated that she asked for help from other employees and quit because she didn't get support.

8. Old Business

There was no old business.

9. New Business

There was no new business.

10. Consideration on resignation and appointments

There were no resignations or appointments to consider.

11. Executive Session

Motion by LeDonne read aloud that the Village Board would now consider a motion to convene into executive session 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 new agreement between the Village of Sussex and Town of Lisbon.

Motion by LeDonne, seconded by Jarvis to convene into executive session 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 new agreement between

the Village of Sussex and Town of Lisbon.

Roll call vote was taken.

Motion carried unanimously.

The Village Board entered into Closed Executive Session at 6:23 pm.

12. Open Session

The Village Board went back into Open Session at 7:12pm.

13. Adjournment

Motion by LeDonne, seconded by Uecker to adjourn at 7:12pm.

Motion carried 6-0

Respectfully submitted,

Samuel Liebert
Administrative Services Director, Clerk/Treasurer

DRAFT

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THE SUSSEX VILLAGE BOARD
STRATEGIC PLANNING SESSION
AND ARE SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of
August 10, 2021**

The meeting was called to order by President LeDonne at 7:13 pm.

Members present: Greg Zoellick, Lee Uecker, President Anthony LeDonne, Ron Wells, Benjamin Jarvis and Stacy Riedel.

Members excused: Scott Adkins.

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

1. Discussion and workshop on Village of Sussex Strategic Planning

Administrator Smith and Ms. McElroy-Anderson presented the final draft product of the 5-year Strategic Plan for the Village.

Mr. Liebert stated that he had spoken with multiple pool consultants, and stated that a initial pool study could cost anywhere between \$30,000 and \$100,000.

President LeDonne stated that additional discussion could be had in two weeks after the next regularly scheduled Village Board Meeting.

By consensus, the village board agreed.

2. Adjournment

Motion by LeDonne, seconded by Riedel to adjourn at 7:26pm.

Motion carried 6-0

Respectfully submitted,

Samuel Liebert
Administrative Services Director, Clerk/Treasurer



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MEMORANDUM

To: Village Board
From: Sam Liebert, Administrative Services Director
Re: Village Board Meeting- August 24, 2021
Date: August 19, 2021

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

5.A. Board of Fire Commissioners report and update.

5.B. Community Development Authority report and update.

5.C.1. The Park & Recreation Board recommends approval of the Prides Crossing Park Replacement Plan with the following amenities and costs: Replacement of existing backstop in the amount of \$5,000; replacement of the playground equipment from Burke/Lee Recreation in the amount of \$100,000; addition of fixtures (signs, garbage cans, benches) in the amount of \$10,000; resurfacing of the basketball court in the amount of \$10,000; striping of the basketball court for pickleball use in the amount of \$500; tree replacements in the amount of \$1,000; site restoration in the amount of \$1,000; and ADA Path replacement to the playground equipment in the amount of \$4,000; for a total project cost of \$131,500. This recommendation comes \$18,500 under budget, but the Park Board has requested that Village Board consider using this remaining amount to move forward with adding a shelter in Prides Crossing Park for \$35,000 (making up the difference of \$16,500) during the budget planning process on the extras-list. Staff are available for questions.

5.D. Pauline Haass Library Board report and update.

5.E. Plan Commission report and update.

5.F. Public Safety and Welfare report and update.

9.A. Staff recommends approval of Resolution 21-13 rescinding 2020 property taxes for tax key number SUXV-0200-082-011 in the amount of \$77.19, property tax key number SUXV-0282-060 in the amount of \$3,253.40, personal property tax key number SUXV T129 in the amount of \$45.61, personal property tax key number SUXV A145 in the amount of \$45.61 and personal property tax key number SUXV O107 in the amount of \$1,447.22. These Corrections of Errors by the Assessor were approved by the Board of Review at their May 26, 2021 meeting. Village Clerk, Sam Liebert is available to go over

the reasons of the corrections.

10. Consideration and possible action on resignations and appointments.

11. Adjournment.



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MEMORANDUM

To: Village Board
From: Halie Dobbeck, Parks and Recreation Director
Re: Prides Crossing Park Design Plan
Date: August 19, 2021

In the 2021 budget, the Village Board approved the updating of Prides Crossing Park with \$150,000 of depreciation funds. Prides Crossing Park is beyond its 18 year life expectancy (installed in 1998, up for replacement in 2016) and many of the play components on the playground no longer comply with safety standards.

At the March 2021 Park & Recreation Board meeting, the Board began conversations about Prides Park and what it would look like. At that time, the Board decided to survey the neighborhood for feedback and requested that staff put together a tentative design and proposed survey questions.

At the April 2021 Park & Recreation Board meeting, the Board finalized the survey and tentative design to send to the neighborhood for feedback. Staff mailed the survey to 300 households and received 105 responses for a 35% response rate.

At the May 2021 Park & Recreation Board meeting, the Board held its meeting at Prides Crossing Park to talk with the neighbors and receive additional feedback. An estimated 40 people were in attendance at this park meeting.

At the June 2021 Park & Recreation Board meeting, the Board discussed the survey and neighborhood meeting and asked staff for the budgetary numbers for a: shelter, playground, basketball court resurface, baseball backstop, and drinking fountain. The board also recommended a 1 mile trail loop be developed in the natural area of Prides Park. The goal was to create a more passive recreation amenity that would appeal to a wider age demographic. The Board recommended that the trail feature natural amenities, such as a log balance beam, and asked staff to work with the residents to develop the route.

Throughout the end of July and beginning of August, staff mailed letters to all property owners whose land abuts park land. There were a total of 27 letters mailed and 17 households responded to our request for a meeting to discuss the trail/park project. A

few design requests were made at this time by these residents and were incorporated into this design plan.

At the August 2021 Park & Recreation Board meeting, the Board discussed the playground design proposals submitted by four different companies as well as the other park amenities still in consideration: backstop, fixtures, basketball court resurface, tree replacement, path, and trail.

Park & Recreation Board motioned 5-1 to recommend approval of the following items for Prides Crossing Park for a total estimated investment of \$131,500.00. The drinking fountain (estimated cost of \$15K) was not recommended for inclusion in the project. Included in this motion was the recommendation to award the playground contract to Burke/Lee Recreation) for a total cost of \$100,000.

Staff has reviewed the bids and qualifications of Burke/Lee Recreation and have found them capable of performing the work described in the request for proposals.

Item	Budgetary Number
Replace Existing Backstop	\$5,000
Playground (Burke/Lee Recreation)	\$100,000
Fixtures (Signs, Garbage, Bench etc.)	\$10,000
Basketball Court Resurface & Stripe	\$10,000
Stripe for BYON Pickleball Court	\$500
Tree Replacement	\$1,000
Site Restoration	\$1,000
ADA Path Replacement to Playground	\$4,000
1 Mile Trail Loop (use operating budget)	\$0
Total Cost	\$131,500.00
Difference	\$18,500.00
Total Budget	\$150,000.00

Park & Recreation Board motioned 6-0 to recommend the above park plan with the addition of a shelter with an estimated cost of \$35,000. Park Board is requesting to use their remaining funds of depreciation of \$18,500 and to place the remaining shelter cost (\$16,500) onto the extras list for consideration during the 2022 budget process. The shelter would need to go through the formal bidding process to receive a quote for equipment and install.

As a part of the Community Chat conversation on August 19, residents presented concerns about the potential noise Pickleball can create in a neighborhood setting.

Staff requests additional time to research this and present a recommendation at the September Park Board meeting.

Recommendation:

The Park & Recreation Board recommends that the Village Board approve the Prides Park project as outlined in the above table (not to include Pickleball striping until it can be thoroughly researched by staff), including the award of a contract for \$100,000 to Burke/Lee Recreation for the playground and direct staff to place an additional \$16,500 on the extras list to fund the remaining portion of the shelter.

PRIDES CROSSING PARK

PROPOSED LAYOUT



**REMOVE & REPLACE
BACKSTOP**

**RESURFACE AND PAINT
EXISTING HALF COURT
BASKETBALL + STRIPE FOR
(1) PICKLEBALL COURT**



**REMOVE & REPLACE
PLAY AREA**



PAVILION

**MAINTAIN (MOW) PRAIRIE/NATURAL AREA TO
MINIMIZE SCRUB TREE GROWTH + REMOVE & REPLACE DEAD TREES**

MOW ONE PATH BETWEEN WOODS AND PRAIRIE AREA



TRAIL HEAD



COLOR KEY

●	REDWOOD
●	GREEN
●	CHARCOAL



Burke
PLAY THAT MOVES YOU.

LEE RECREATION, LLC
MADE IN
WISCONSIN
FREE DESIGN SERVICES: 800-775-8937

PROPOSAL # 142-143661-1

PRIDES CROSSING PARK

PROPOSED 1 MILE TRAIL LOOP



LOG STAIRS



SHORT ADVENTURE
OFF-CHUTES



TRAIL ARCH



TRAIL TO BE:
-5/6FT WIDE
-MULCHED
-DEFINED BORDER



REST AREAS



EXISTING FOOTPATHS

PROPOSED ROUTE



FORT

RESOLUTION NO. 21-13

BE IT RESOLVED that 2020 property taxes assessed in error against property tax key number SUXV-0200-082-011 in the amount of \$77.19, property tax key number SUXV-0282-060 in the amount of \$3,253.40, personal property tax key number SUXV T129 in the amount of \$45.61, personal property tax key number SUXV A145 in the amount of \$45.61 and personal property tax key number SUXV O107 in the amount of \$1,447.22 be rescinded in accordance with Wisconsin Statutes 74.33 and 70.43, and to the extent possible, Village staff is directed to file the necessary reports with the Wisconsin Department of Revenue under Wisconsin Statutes 74.41 to share the effects of the above noted rescission with other taxing jurisdictions.

ADOPTED AND APPROVED ON August 24, 2021.

Samuel E. Liebert, Village Clerk

Anthony J. LeDonne, Village President