



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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Email: info@villagesussex.org
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AGENDA
VILLAGE BOARD
VILLAGE OF SUSSEX
6:00 PM - TUESDAY, JUNE 28, 2022
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 meeting held on June 14, 2022.
4. Communications and Public Hearing(s)
 - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions.
 - B. Public Presentation- Annual Audit Presentation
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 Revised Lawn Mowing Contract for Lisbon Central Cemetery
 - 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.
10. Consideration and possible action on resignations and appointments.
11. Adjournment (Next Village Board July 26th).

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
June 14, 2022**

1. Roll Call

President LeDonne called the meeting to order at 6:00pm.

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

Members excused: Stacy Riedel and Benjamin Jarvis

Also present: Administrator Jeremy Smith, Attorney John Macy, Clerk Jennifer Moore, and members of the Public.

2. Pledge of Allegiance

President LaDonne led the pledge of allegiance.

3. Meeting Minutes

Motion by seconded by to approve the revised May 24, 2022 Village Board meeting minutes as presented. Motion carried 5-0.

4. Communications and Public Hearings

A. Village President Report.

- 6/15 – Library Board
- 6/16 – Board of Review
- 6/16 – Cruise Night
- 6/19 – Farmers Market
- 6/20 – Summer Story Walk through July 5
- 6/21 – Plan Commission
- 6/21 – Park & Recreation Board

B. Public Hearing

1. A Public hearing on Ordinance 881, an Ordinance to rezone N63W24190 Oak Drive approximately .298 acres from B-4 Central Mixed-Use District, to the proposed zoning RS-4 Single Family Residential District. Petitioner Scott Kallio.
Mr. Kallio was present for the public hearing. The proposal is to change the zoning for the property to RS-4 for a family to build on. There is currently one parcel split by the Bug Line Trail. This rezoning is for the portion of the lot on the south side of the trail.
Robert Fourness – W242N2697 Oak Drive, Sussex – Wants the west boundary

clarified, where will the access be. Access will be off the cul de sac, property owner will be required to maintain right of way between property and pavement.

Curtis MacDonald W242 Oak Drive – Thinks it is great for the property to be developed and have a home in the neighborhood.

2. A Public hearing on Ordinance 882, an Ordinance 882 Recreating Section 17.0704.A.13 Entitled Relaxation/Floating Pools in Village of Sussex Code.

Village is the petitioner. This ordinance RS4 district where there is nowhere to put a legal temporary pool. All permits will still be required, but smaller zoning districts will be able, under certain conditions, can put this type of pool.

There was no comments from the public.

C. Presentations

1. 2021 Audit Presentation

This will be presented at a future meeting as the auditor was not able to be present.

3. 2021 Annual Citizen Financial Report

Administrator Smith presented the Village Financial Report in a condensed version.

5. Committee Reports

A. Finance and Personnel Committee

1. Motion by Adkins, seconded by Wells to approve the May Check Register and P-card Statement in the amount of \$2,023,792.12.

Motion Carried 5-0

2. Motion by Adkins, seconded by Zoellick to approve the May Ace Hardware purchases in the amount of \$1,455.31.

Motion Carried 4-0

3. Motion by Adkins, seconded by Zoellick to approve an Operators License for Justin Sithivong. Standard conditions

Motion Carried 5-0

4. Motion by Adkins seconded by Wells to approve renewal applications for Combination Class “B” Retail License for the Sale of Fermented Malt Beverages & “Class B” Retail License for the Sale of Intoxicating Liquors July 1, 2022 to June 30, 2023 to the following:

A. Russell Restaurant Group LLC, N64W23246 Main Street, Sussex, WI 53089, Belfast Station, Agent: Bruce Russell.

B. The PB Kitchen LLC, N64W23316 Main Street, Sussex, WI 53089, “the” Kitchen, Agent: Gabriel P. Kolesari

C. Sussex Bowl Inc., N64W24576 Main Street, Sussex, WI 53089, Sussex Bowl, Agent: Stephen M. Hoehnen.

D. Fotron Corp, N64W23300 Main Street, Sussex, WI 53089, Sussex Inn, Agent: David A. Foti.

E. Ichiban Sussex WI LLC, N64W24838 Main Street, Ste. 7, Sussex, WI 53089, Ichiban Sushi & Steak House, Agent: Chuan Qing Dong.

- F. Helen & Quintin, LLC, W232N6368 Waukesha Avenue, Sussex, WI 53089, Rumors Sports Bar & Grill, Agent: Quintin Christiansen.
- G. Quad/Graphics, Inc., N61W23044 Harry's Way, Sussex, WI 53089, Quad/Graphics, Agent: Gary L. Chitwood.
- H. Hacker's Haven, LLC, N65W24838 Main Street, Suite E, Sussex, WI 53089, Tap In, Agent: Bret C. Flora
- I. WI Ludwig LLC, N63W23675 Main Street 101R & 102R, Sussex, WI 53089, Tekila & Ti Amo, Agent: Charles Brian Hastings.
- J. Thirsty Duck LLC, N64W23180 Main Street, Sussex, WI 53089, Thirsty Duck, Agent: Daniel Zierath.

5. Motion by Adkins, seconded by Wells to approve renewal applications for a Combination Class "A" Retail License for the Sale of Fermented Malt Beverages & "Class A" Retail License for the Sale of Intoxicating Liquors July 1, 2022 to June 30, 2023 to the following:

- A. Navaab LLC, N64W24310 Main Street, Sussex, WI 53089, Sussex Liquor Mart, Agent: Paviter Sangha.
- B. TTLC4, LLC, N63W23735 Main Street, Sussex, WI 53089, Piggly Wiggly, Agent: Ted Schelonka
- C. Ultra Mart Foods LLC, P. O. Box 305103 Nashville TN 37230 for Pick 'n Save #6380, N65W24838 Main Street, Sussex, WI 53089, Agent: Gina Behling
- D. Sussex Convenience Incorporated, N62W23456 Silver Spring Drive, Sussex, WI 53089, Sussex Convenience, Agent: Bishnu Prasad Adhikari
- E. Meijer Stores Limited Partnership, N51W24953 Lisbon Rd, Pewaukee, WI 53072, Meijer Store #275, Agent: Ryan Barnett.
- F. MK Business, Inc, W232N6116 Waukesha Ave., Sussex, WI 53089, Sussex Mobil, Agent: Manpreet K. Talbert.
- G. Kwik Trip Inc., W250N5279 Business Drive, Sussex, WI 53089, Kwik Trip 1124, Agent: Michael R. Barnes.

6. Motion by Adkins, Seconded by Zoellick to approve renewal applications for a Class "A" Retail License for the Sale of Fermented Malt Beverages and Cider July 1, 2022 to June 30, 2023 to the following:

- A. Meijer Stores Limited Partnership, N51W24847 Lisbon Rd, Pewaukee, WI 53072, Meijer Gas Station #275, Agent: Ryan Barnett
- B. Dairyland Retail Group, N64W24925 Main Street, Sussex, WI 53089, 7-Eleven #35844, Agent: Elizabeth Evans.
- C. FSA, LLC, N64W23270 Main Street, Sussex, WI 53089, Clark Gas Station, Agent: Ansaree Faraz

7. Motion by Adkins, seconded by Wells to approve applications for Dance Licenses July 1, 2022 to June 30, 2023 for the following:

- A. Belfast Station – Class B
- B. Sussex Bowl – Class A, B & C
- C. Sussex Inn – Class B

8. Motion by Adkins, seconded by Uecker to approve applications for Amusement Device Licenses and Arcade License(s) July 1, 2022 to June 30, 2023 for the following:

- A. Rapid Energies Technologies (Sussex Mobil) – 3 permits
- B. Northern Novelty (14 in Thirsty Duck/8 in Belfast Station) – 22 permits

- C. Tekila & Ti Amo – 6 permits
 - D. Belfast Station – 8 permits
 - E. Sussex Bowl – 42 permits + Arcade License
 - F. Sussex Inn – 9 permits
 - G. Rumors Sports Bar & Grill – 9 permits
 - H. National Entertainment Network (Meijer Store) – 1 permit
 - I. Meijer Stores Limited Partnership – 1 permit
- 9. Motion by Adkins, seconded by Wells to adopt Resolution 22-08, A Resolution establishing and combining wards for voting purposes in the Village of Sussex. Motion Carried 5-0
- 10. Motion by Adkins, seconded by Zoellick to approve a temporary Class B License for the sale of Fermented Malt Beverages for the Optimist Club of Sussex-Lisbon-Lannon-Butler for the concession stand at Village Park on July 4, 2022, Manager: Jerry Schmitz

B. Public Works Committee

- 1. Motion by Adkins, seconded by Wells to approve the Public Works May bill for payment in the amount of \$253,908.12. Motion Carried 5-0
- 2. Motion by Adkins, seconded by Zoellick to approve Resolution 22-09 accepting the Compliance Maintenance Annual Report. Motion Carried 5-0
- 3. Motion by Adkins, seconded by Zoellick to approve Wastewater Treatment Facility Raw Sewage Pump #1 repair. Motion Carried 5-0
- 4. Motion by Adkins, seconded by Zoellick to approve the Pedestrian Crossing Beacon Ownership Maintenance Agreement with Waukesha County. Motion Carried 5-0

6. Staff Reports

A. Administrator Smith

- a. Cruise Night is Thursday in honor of deceased person
- b. WE Energies Sussex Estates replace entire gas system – when we get dates we will let the public know
- c. County repaving main street from Locust. We are

B. Attorney Macy

- a. No new case law, no new laws to report on

C. Clerk Moore

- a. Deputy Clerk starts Monday the 20th

7. Comments from citizens present

No one present wished to speak.

8. Old Business

A. Motion by Adkins , seconded by Uecker to approve both the Developers Agreement for Redford Hills.

Motion Carried 5-0

B. Motion by , seconded by to approve the Amended Developers Agreements for Highland

Business Park.

9. **New Business – President LeDonne rearranged the agenda**

A. Motion by Wells, seconded by Zoellick to approve the CSM and Rezoning Ordinance 881, an Ordinance to rezone N63W24190 Oak Drive approximately .298 acres from B-4 Central Mixed-Use District, to the proposed zoning RS-4 Single Family Residential District.

Motion Carried 5-0

B. Motion by LeDonne, seconded by Wells to approve Ordinance 882, an Ordinance Recreating Section 17.0704.A.13 Entitled Relaxation/Floating Pools in the Village of Sussex Code.

Motion Carried 5-0

10. **Consideration and possible action on resignations and appointments**

Motion by leDonne, seconded by Zoellick to approve all citizen appointments to boards and commissions effective July 1, 2022.

11. **Adjournment**

Motion by Uecker seconded by Zoellick to adjourn at 6:52pm.

Motion carried 5-0

Respectfully submitted,
Jennifer Moore
Village Clerk



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MEMORANDUM

To: Village Board
From: Jennifer Moore, Village Clerk
Re: Village Board Meeting- June 28, 2022
Date: June 24, 2022

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

4.B. 2021 Audit Presentation by Auditor. The Village's Auditor will be at the meeting to present the annual audit.

5.A.1. The Park & Recreation Board recommends approval of the Revised Lawn Mowing Contract for Lisbon Central Cemetery. Due to rising costs the contract would go up \$5 per mowing equaling about \$100 for the rest of the year. Please see the contract and memo from Halie Dobbeck for additional information.



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MEMORANDUM

To: Park and Recreation Board
From: Halie Dobbeck, Parks and Recreation Director
Date: June 9, 2022
Re: Lisbon Central Cemetery – Amended Lawn Services Contract

At the February 7, 2022, Parks and Recreation Board meeting, the Board unanimously voted to approve the contract for cemetery lawn services with Al Moros at \$160.00 per cut. This was a \$5 increase from 2021's contract.

June 2, 2022, Al Moros called and requested an amendment to his contract to increase the amount paid to \$165.00 per cut. This request is specifically related to the recent increase in gas prices.

Staff is confident that the proposed lawn service cost increase will fall within our 2022 budget. Estimated total increased budget impact is \$100.00.

Staff recommends approval of the Amended Lawn Services Contract.



This Lawn Service Contract (this “Contract”) is made effective as of June 28, 2022 between the Village of Sussex, N64W23760 Main Street, Sussex, WI 53089, and Al Moros, N68W26966 Silver Spring Drive, Sussex, WI 53089. In this Contract, the party who is contracting to receive the services shall be referred to as “Village of Sussex” and the party who will be providing the services shall be referred to as “Al Moros”.

NOW, THEREFORE, AND IN CONSIDERATION of the mutual promises and agreements contained herein, Village of Sussex contracts with Al Moros, and Al Moros agrees to provide Lawn Services, as an independent contractor to the Village of Sussex at the following location under the terms and conditions hereby agreed upon by the parties:

- 1. DESCRIPTION OF SERVICES.** Beginning June 28, 2022 Service Provider will provide the following services (collectively, the “Services”):
 - a. Al Moros shall mow and trim the lawn in a competent and professional manner at the Lisbon Central Cemetery, N67W25479 Silver Spring Drive, Sussex, WI 53089, which comprises approximately 1.5 acres with gravestones and other structures.
 - b. The parties shall consult periodically concerning the length and appearance of the lawn.
 - c. Al Moros shall complete the mowing and trimming and on an as needed basis, but not more than once per week, in a manner consistent with Al Moros’s mowing and trimming of this property over the past several years. Each complete mowing and trimming event shall be known as a “Service Event”.
 - d. Al Moros shall maintain insurance for his vehicles, equipment, and personnel at Al Moros’s sole cost, a certificate of which shall be provided to the Village.

- 2. PAYMENT OF SERVICES.** The Village of Sussex will pay compensation to Al Moros for the Services at the rate of \$165.00 per Service Event. Al Moros shall request payment from the Village of Sussex by invoice or other written request and Village of Sussex shall pay said request in a timely manner according to its customary payment practices.

- 3. TERM/TERMINATION.** This contract shall terminate by November 1, 2022. The Agreement may be terminated by either party if 30 day written notice is given to the other party seeking termination of the contract. There is no penalty for early termination of the contract.

Al Moros

Date

Halie Dobbeck, Park & Recreation Director

Date