

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of  
December 13, 2022**

**1. Roll Call**

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

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

Members excused: Trustee Stacy Riedel

Also present: Administrator Jeremy Smith, Assistant Administrator Kelsey McElroy-Anderson, Attorney John Macy, Clerk Jennifer Moore, Community Development Director Gabe Gilbertson, Village Engineer and Public Works Director Judy Neu, and members of the Public

**2. Pledge of Allegiance**

President LeDonne led the pledge of allegiance.

**3. Meeting Minutes**

Motion by Uecker, seconded by Wells to approve the November 22, 2022 Village Board meeting minutes as presented.

Motion Carried 6-0

**4. Communications and Public Hearings**

**A. Village President Report.**

The Village President listed several upcoming meetings and events in the Village of Sussex including:

December 20 – Plan Commission Meeting

December 20 – Public Safety meeting and Park and Rec Board – Cancelled

December 23 and 26 – Civic Center offices closed

December 30 – Civic Center open from 8:00am until noon for property tax payments only

January 2 – Civic Center offices closed

**5. Committee Reports**

**A. Finance and Personnel Committee**

1. Motion by Jarvis, seconded by Zoellick to approve the November Check Register and P-card Statement in the amount of \$1,417,194.90. Motion Carried 6-0

2. Motion by Jarvis, seconded by Zoellick to approve the October Ace Hardware purchases in the amount of \$1,074.86.

(President LeDonne abstained)

Motion Carried 5-0

3. Motion by Jarvis, seconded by Uecker to authorize a contract with Civic Systems to implement, support, and host Caselle software for a one-time implementation cost of \$179,050.00, which includes a 10% contingency, and the annual support fee, which is prorated based on the go-live date, of \$31,340.00.

Motion Carried 6-0

4. Motion by Jarvis, seconded by Uecker to approve the Personnel Policy and Procedures Manual Revisions as outlined and included in the redline draft.

Motion Carried 6-0

#### **B. Public Works Committee**

1. Motion by Adkins, seconded by Wells to approve the November invoices in the amount of \$546,137.48.

Motion Carried 6-0

2. Motion by Adkins, seconded by Zoellick to approve the Highlands B Storm Water Management Practices Maintenance Agreement.

Motion Carried 6-0

#### **6. Staff Reports**

- A. Assistant Administrator McElroy-Anderson  
The Village recently underwent a state safety inspection and were commended on having a top tier safety program.
- B. Administrator Smith  
There will not be a second Village Board meeting in December
- C. Attorney Macy  
No new cases or laws to discuss at this time.
- D. Clerk Moore  
All property tax bills were mailed on December 8.  
Non candidacy papers are due December 23 for anyone not running for re-election.  
The office is closed that day but the Village Clerk will be available by cell phone if anyone decides to file non-candidacy.

#### **7. Comments from citizens present**

No one present wished to speak.

#### **8. Old Business**

None

#### **9. New Business**

None

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

None

**11. Closed Session**

President LeDonne announced the closed session as required.

Motion by LeDonne, seconded by Wells 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 the status of and potential changes to the Developer’s Agreement for Vista Run Subdivision and under 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 the Vista Run Subdivision and Developer’s Agreement for the same.

On roll call, all voted Aye; Motion Carried

**12. Adjournment**

Motion by LeDonne seconded Zoellick by to adjourn at 8:20 pm.

Motion Carried 6-0

Respectfully submitted,  
Jennifer Moore  
Village Clerk