



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

VILLAGE BOARD
VILLAGE OF SUSSEX
6:00 PM - TUESDAY, APRIL 25, 2023
SUSSEX CIVIC CAMPUS – BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET

- A. OATH CEREMONY for Recently Elected Trustees
 1. Roll call.
 2. Pledge of Allegiance.
 3. Consideration and possible action on minutes from the Village Board meetings held on April 11, 2023.
 4. Communications and Public Hearing(s)
 - A. Village President Report. Report on meetings, 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 Special Event Application for Eagle Scout Bike Rodeo in Village Park.
 - 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 23-22 closing Main Street for the Memorial Day Parade.

10. Consideration and possible action on resignations and appointments.

11. 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 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
April 11, 2023**

1. Roll Call

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

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

Members excused: None

Also present: Village Administrator Jeremy Smith, Assistant Administrator Kelsey McElroy-Anderson, Attorney John Macy, Clerk Jennifer Moore, and members of the Public.

2. Pledge of Allegiance

President LeDonne led the pledge of Allegiance.

3. Meeting Minutes

Motion by Jarvis, seconded by Adkins to approve the March 14, 2023 Village Board meeting minutes as presented. Motion carried 7-0

4. Communications and Public Hearings

A. Village President Report

Trustee Adkins listed several upcoming meetings and events in the Village of Sussex including:

4/17 – Hydrant flushing through 4/28

4/18 – Plan Commission meeting

Park & Recreation Board meeting

4/19 – Library Board meeting

4/22 – Drug Take Back Event – Sussex Metro Mart

5. Committee Reports

A. Finance and Personnel Committee

1. Motion by Jarvis, seconded by Wells to approve the March Check Register and P-card Statement in the amount of \$1,600,338.00
Motion carried 7-0
2. Motion by Jarvis, seconded by Riedel to approve the March Ace Hardware purchases in the amount of \$460.23.
Motion carried 6-0
3. Motion by Jarvis, seconded by Wells to approve the amendment of the Combination Class B licensed premise area for certain specific dates and times to correspond with special events in discussion with the Plan Commission for Sussex Bowl.
Motion carried 7-0
4. Motion by Jarvis, seconded by Riedel to approve a Class B License for the sale of Fermented Malt Beverages for SBA Operations, LLC for the Village Park Concession Stand beginning May 1, 2023 and ending November 1, 2023, Agent: Samantha May.
Motion carried 7-0
5. A. Motion by Jarvis, seconded by Uecker to approve a temporary Class B License for the sale of Fermented Malt Beverages for the Sussex Lions Club for Sussex Lions Daze at Village Park beginning July 14, 2023 and ending July 16, 2023, Agent: Rick Vodicka.
Motion carried 7-0

B. Motion by Jarvis, seconded by Adkins to approve a temporary Class B License for the sale of Fermented Malt Beverages for The Sussex Area Service Club Big Engine Show and Threshing Bee event at Village Park beginning August 25, 2023 and ending August 27, 2023, Agent: Rick Vodicka.
Motion carried 7-0

C. Motion by Jarvis, seconded by Riedel to approve a temporary Class B License for the sale of Fermented Malt Beverages for the Sussex Area Service Club for Spooky Sussex at Village Park on October 20, 2023, Agent: Jennifer Waltz.
Motion carried 7-0
6. Motion by Jarvis, seconded by Wells to approve a one year audit contract extension with Wipfli.
Motion carried 7-0
7. Motion by Jarvis, seconded by Adkins to approve the 2023-2024 insurance renewal through the League of Wisconsin Municipalities.
Motion carried 7-0
8. Motion by Jarvis, seconded by Wells to approve the 2022 surplus be allocated to cycle gaps in the Cash Capital Fund.
Motion carried 7-0

B. Public Works Committee

1. Motion by Adkins, seconded by Zoellick to approve the February invoices in the amount of \$9,752.65
Motion carried 7-0

2. Motion by Adkins, seconded by Uecker to approve the Highlands Business Park Storm Water Maintenance Agreement Amendment.

Motion carried 7-0

3. Motion by Adkins, seconded by Zoellick to approve the License Agreement at the Executive Drive Water Tower with Verizon subject to the applicant obtaining a Conditional Use Permit for the installation of the wireless communication facilities.

Motion carried 7-0

6. Staff Reports

- C. Ms. McElroy-Anderson
Splash pad shade structure concrete pour scheduled for Friday
- D. Mr. Smith
Elected Board members will take their ceremonial oaths at the April 25 Village Board meeting
- E. Mr. Macy
Board of Review cases must follow procedures exactly. The court has said you can't appeal unless everything is perfect
- F. Ms. Moore
53% turnout at spring election

7. Comments from citizens

None

8. Old Business

None

9. New Business

None

10. Resignations and appointments

Motion by Jarvis seconded by Uecker to approve the 2023 trustee appointments correcting the chair of the Public Safety Committee to Stacy Riedel as recommended by President LeDonne.

Motion carried 6-0

11. Adjournment

A motion by Jarvis, seconded by Adkins to Adjourn at 6:22pm.

Motion carried 7-0

Respectfully submitted,
Jennifer Moore
Clerk-Treasurer



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Sussex, Wisconsin 53089
Phone (262) 246-5211
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Website: www.villagesussex.org

MEMORANDUM

To: Village Board
From: Jeremy Smith
Re: Village Board Meeting- April 25, 2023
Date: April 21, 2023

A. There is a Ceremonial Oath of Office Event at the beginning of the meeting.

5.C.1. The Park and Recreation Board recommends approval of the Special Event Application for Eagle Scout Bike Rodeo in Village Park.

9.D. Staff recommends approval of Resolution 23-22, A Resolution authorizing the request to close Main Street for the Memorial Day Parade. This is an annual request and there have been no significant issues in many years. Please see the letter of request from the VFW for more information.

10.B. The Village President is recommending the renewal of the existing citizen members of the following Statutory Committees- Mike Knapp for the 3-year term on the Plan Commission from May 1, 2023 to May 1, 2026, Jeff Knollenberg for the 3-year term on the Board of Fire Commissioners from May 1, 2023 to May 1, 2026, and Lisa Bougie, Sandy Schultz and Jennifer Vande Hei for the 3-year term on the Library Board from May 1, 2023 to May 1, 2026. The other Citizen Committee appointments will be presented at the June 20th Village Board meeting. Heather Pfalz and Ralph Benka have asked to not be renewed on CDA and those seats are now vacant.



Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

EVENT INFORMATION - Answer all questions completely

Organization Point of Contact: GIANNI ANDERSON

Name of Event: Bike rodeo

Date(s) of Rental: 07108123

Rental Hours (including set-up/take-down): 8am to 12pm

Estimated Parking Needs: 15 spots Estimated Attendance: 15

Location of Event: Village Park Armory Park Civic Center

Check the following applicable components of your event:

- Fundraiser
- Sell concessions/Sales of Any Kind
- Food Trucks
- Fireworks Display

- Overnight Camping
- Attracts more than 200 people
- Amusement Rides, Inflatables
- Tractor Show/Pull
- Parade or Run/Walk event
- Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

I would be doing a bike rodeo which is a couple of groups work on safe bike riding on roads and by your self. I would make sure they have room to ride around which requires alot of open space. At the end we hand out a safty bag with Goods.

RENTAL FEES:

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

RENTABLE SPACES:

Park Open Air Shelters

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- _____ \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- _____ \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- _____ \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- _____ \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

Enclosed Park Facilities

- _____ \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- _____ \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- _____ \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

The Grove: Oak Room

(Capacity 150) (2 hour minimum)

Seated at Tables 104)

- _____ \$55/ hour (R)
- _____ \$69/ hour (NR)

The Grove: Maple Room & Kitchen

(Capacity 75) (2 hour minimum)

(Seated at Tables 48)

- _____ \$45/ hour (R)
- _____ \$57/ hour (NR)

Green Space (Approval Needed)

- _____ \$25R/ \$32NR (Village Park Designated Green Space)
- _____ \$25R/ \$32NR Circlemasters Green Space

Disc Golf

- _____ \$100R/ \$125NR Closure for special event
- _____ \$25R/ \$32NR League (3 hour period per day)

Baseball/Softball Diamonds (3 hour period/field)

- _____ \$30 Village Park #1 South
- _____ \$30 Village Park #2 Central
- _____ \$30 Village Park #3 North
- _____ \$30 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$30 Hardball Diamond
- _____ \$30 Armory Park #1
- _____ \$30 Armory Park #2
- _____ \$30 Armory Park #3
- _____ \$30 Armory Park #4 (T-ball/Little League)
- _____ \$20 Field Prep Per Diamond
- _____ \$200 Tournament Fee per field

Tennis Courts (3 hour period/court)

- _____ \$10R/ \$13NR Melinda Weaver #1
- _____ \$10R/ \$13NR Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10R/ \$13NR Village Park #1
- _____ \$10R/ \$13NR Village Park #2

Soccer Fields (3 hour period per rental)

- _____ \$30 Armory #1-6 _____ \$5 Armory #7

X
—

Lower Parking Lot

Sussex Civic Center (2 Hour Minimum)

Board Room - Dimensions 49'x 37'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Board Room w/ Patio - Dimensions 99' x 46'

Patio Capacity 190/ Seated 48

- _____ \$75/ hour (R)
- _____ \$94/ hour (NR)

Community Room—Dimensions 64' x 29'

Capacity 125/ Seated 80

- _____ \$40/ hour (R)
- _____ \$50/ hour (NR)

Craft Room (Capacity 20)

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

Multipurpose Room - Dimensions 50' x 90'

Capacity 225/ Seated 192

- _____ \$80/ hour (R)
- _____ \$100/ hour (NR)
- _____ \$55 kitchen flat fee

Studio (Capacity 40)

No food/beverages allowed

- _____ \$20/ hour (R)
- _____ \$25/ hour (NR)

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Will there be outdoor amplified sound?	X		See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?	X		\$15 Beer/Beverage Permit Fee per day	
OR				
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)	X		\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check. The Village Clerk's office MUST be contacted (262-246-5200) to obtain rules & regulations regarding sales, service and permit applications no later than thirty (30) days prior to the rental.	
Are you requesting any Village street(s) to be closed to traffic?	X		Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?	X		Must contact Diggers Hotline at least 14 days in advance to have the area marked. Any fees will be the responsibility of the renter.	
Will you be using electricity?	X		Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?	X		Provide your anticipated refuse and recycling needs. An additional fee may apply.	
Do you plan to provide additional portable toilets at your event based on expected attendance?	X		Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Would you like to post an event banner up to 30 days prior to your event to promote? (Village Park and Armory Park renters only)	X		\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?	X		Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?	X		Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?		X	Please provide details.	
Are you requesting the use of traffic safety equipment, signs or barricades?		X	Please provide details of number and event location of requested traffic safety equipment. Additional fee may apply.	
Does your event have a fireworks display?	X		A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	

TOTAL OF FEES



Village of Sussex Parks & Recreation
 N64W23760 Main Street
 Sussex, WI 53089
 262-246-5200
 info@villagesussex.org
 www.villagesussex.org

PERMIT #2134

Authorized On: 04/05/2023 03:02 PM

Title: Bike Rodeo

Location

Village Park
 W244 N6125 Weaver Dr
 Sussex, WI 53089

Permit Holder

Gianni Anderson
 1269 scenic rd
 Hubrtus, WI 53033

Authorized Agent

Ann Nethery
 262-246-5200
 info@villagesussex.org
 www.villagesussex.org

RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Village Park	Designated Green Space	Sat, Jul 8th 2023			\$0.00
TOTAL:					\$0.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Village Park	Designated Green Space	Jul 8, 2023	\$0.00	\$0.00	\$0.00
TOTAL:			\$0.00	\$0.00	\$0.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Village Park	Designated Green Space	07/08/2023	Sat

#1 - Will you be bringing alcohol to your rental? NOTE: Facility applicant must be over the age of 21.

Response: No

Village Park Designated Green Space 07/08/2023 Sat

#2 - For Special Events Only: Would you like to display your event's promotional banner at the front of the park for 2 weeks prior to the start of your event? There is a \$30 additional fee.

Response: No

Thank you for choosing to rent a facility with the Village of Sussex Parks & Recreation.

RESOLUTION No. 23-22

WHEREAS: Horne-Mudlitz VFW Post 6377 sponsors the annual Memorial Day Parade on Monday, May 29, 2023 at 10:30a.m. in the Village of Sussex;; and

WHEREAS: The Memorial Day Parade will require the closure of Main Street from the Sussex Civic Center east past Waukesha Avenue and turning south into the parking lot behind Rumors between the hours of 10:00am and 11:15am; and

WHEREAS: The Village has a good working relationship with the Horne-Mudlitz Post #6377 and a vested interest in their event's success.

NOW, THEREFORE, BE IT RESOLVED the Sussex Village Board approves the Main Street road closures for the annual Memorial Day Parade on Monday, May 29, 2023.

IT IS FURTHER RESOLVED that the Village Engineer/Public Works Director and Director of Police Services are hereby directed to take the necessary administrative actions to close the road and enforce the same for the times approximately as detailed above and on the dates as mentioned herein to support this event.

Adopted this ____ day of _____, 2023.

Anthony J. LeDonne
President, Village of Sussex

ATTEST: _____
Jennifer Moore, Sussex Village Clerk



HORNE-MUDLITZ POST #6377
P.O. Box 402
Sussex, WI 53089

March 28, 2023

RE: Sussex Memorial Day Parade – Monday, May, 29, 2023

Sponsored by VFW Horne-Mudlitz Post #6377-“Celebrating 77 years in Sussex”

Village of Sussex Board:

Horne-Mudlitz VFW Post 6377 will sponsor the annual Memorial Day Parade on Monday, May 29, 2023 at 10:30AM. This event marks the 77th year of the VFW organization in the Village of Sussex.

We request to close the following parade route between the hours of 10am-11:15am. The parade will line up in the Village Hall parking lot. The parade will proceed out of the driveway going East on Main Street past Waukesha Avenue and turning South (before RR tracks) into the parking lot behind Rumors to the VFW back entry. Memorial Service will begin after the parade on VFW grounds.

A copy of this request will be sent to the Waukesha County Sheriff's Department and the Waukesha County Highway Dept. Please verify if this is approved by the Village Board as soon as possible as we must let all parade participants know. If you have any questions, please feel free to contact me at 414-315-8469.

Respectfully,

A handwritten signature in black ink, appearing to read "Gabe Kolesari".

Gabe Kolesari
Commander
Horne-Mudlitz Post No. 6377

Citizen Appointments

Plan Commission: Mike Knapp

Board of Fire Commission: Jeff Knollenberg

Library Board: Lisa Bougie, Sandy Schultz, Jennifer Vande Hei

Per the Village Board Policy, the remaining citizen appointments will be presented at the June 20th Board meeting.