

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of  
February 27, 2024**

**1. Roll Call**

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

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

Members excused: Ron Wells

Also present: Assistant Village Administrator Kelsey McElroy-Anderson, Village Administrator Jeremy Smith, Village Attorney John Macy, Clerk Jennifer Moore, Parks and Recreation Director Halie Dobbeck, Adults Over 50 Coordinator Lydia Vanderpoel, and members of the Public.

**2. Pledge of Allegiance**

President LeDonne led the pledge of allegiance.

**3. Meeting Minutes**

A motion by Jarvis, seconded by Zoellick to approve the January 23, 2024 Village Board meeting minutes.

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:

3/5 – Public Works Committee immediately followed by the Finance & Personnel Committee

3/6 – Architectural Review Board

3/6 – Grogan Park neighborhood meeting

3/11 – Leprechaun hunt begins

3/12 – Electronic poll book open house

3/12 – Village Parks Master Plan open house

3/12 – Public Safety & Welfare Committee

3/19 - Actively Aging Committee and Community Development Authority

3/20 – Pauline Haass Library Board

3/23 – Village Egg Drop Event

President LeDonne presented the Sussex Volunteer of the Year award to Harriet Belke

**5. Committee Reports**

**A. Board of Fire Commissioners Report**

Next meeting will be on March 7.

**B. Community Development Authority**

No report.

**C. Finance and Personnel Committee Report**

1. Motion by Jarvis, seconded by Uecker to approve the January Check Register and P-card Statement in the amount of \$8,327,739.45 Motion carried 6-0
2. Motion by Jarvis, seconded by Riedel to approve the January Ace Hardware purchases in the amount of \$3,558.38. (LeDonne Abstained) Motion carried 5-0
3. Motion by Jarvis, seconded by Adkins to approve Resolution 24-04, a Resolution designating public depositories and approving other financial institutions for investment. Motion carried 6-0
4. Motion by Jarvis, seconded by Zoellick to approve and accept the 4<sup>th</sup> Quarter Investment Report. Motion carried 6-0
5. Motion by Jarvis, seconded by Uecker to approve and accept the 2023 Annual Identity Theft Prevention Program Report. Motion carried 6-0
6. Motion by Jarvis, seconded by Zoellick to approve an Alcohol Beverage License Agent Change for The Kitchen (N64W23316 Main St) to Gabriel J. Kolesari. Motion carried 6-0
7. Motion by Jarvis, seconded by Zoellick to approve a License Agreement at Well 5 Water Tower with Verizon Wireless. Motion carried 6-0

**D. Park & Recreation Board Report**

1. Motion by , Uecker seconded by Zoellick to approve the contract for Vista Run Park Grading and Path Construction to Musson Bros, Inc. per their id of \$174,762.40 plus establishing a 10% contingency for a total project allocation of \$192,238.64. Motion carried 6-0
2. Motion by Uecker, seconded by Zoellick to approve staff to sign a contract with GRG Playscapes, LLC for the Vista Rub subdivision playground. Motion carried 6-0
3. Motion by Uecker, seconded by Riedel to approve the purchase of a John Deere Gator xuv590m from Proven Power for \$17,987.79. Motion carried 6-0
4. Motion by Uecker, seconded by Zoellick to approve the purchase of a 2024 Ford F150xl from Ewald Ford for \$35,853.00. Motion carried 6-0
5. Motion by Uecker, seconded by Zoellick to approve the 2024 concession stand agreement with SBA Operations, LLC. Motion carried 6-0
6. Motion by Uecker, seconded by Zoellick to approve the purchase of an UA60 Aera-Vator with seed box from Burris Equipment for \$15,271.00. Motion carried 6-0
7. Motion by Uecker, seconded by Zoellick to approve removal of the Village Park electronic sign when it fails. Motion carried 6-0

**E. Pauline Haass Library Board Report**

Trustee Zoellick presented items from the recent Library Board meeting to the Village Board.

**F. Plan Commission Report**

No report.

**G. Public Safety and Welfare Report**

No report.

## **H. Public Works Committee Report**

1. Motion by Adkins, seconded by Jarvis to approve the January invoices in the amount of \$1,290.22.  
Motion carried 6-0
2. Motion by Adkins, seconded by Uecker to approve a contract with Ruekert Mielke, Inc. to complete the well siting report and test well contract, including a 10% contingency for a total allocation of \$41,635.00.  
Motion carried 6-0
3. Motion by Adkins, seconded by Jarvis to approve a contract with The Sigma Group, Inc. to complete design services for the 2025 Road Program Project and the Parking Lots Rehabilitation project for a not to exceed cost of \$56,820.00, approve a contract with Green Bay Pipe & TV, LLC to complete the cleaning and television services for these projects based on unit prices for an estimated total cost of \$4103,203.40, and a 10% contingency for a total allocation of \$175,827.74.  
Motion carried 6-0
4. Motion by Adkins, seconded by Zoellick to approve Resolution 24-03 Authorizing Various Road Closings for parades and special events.  
Motion carried 6-0
5. Motion by Adkins, seconded by Uecker to approve a contract with Powrtek Engineering, Inc. for the amount of \$36,250.00 plus a 10% contingency for a total allocation of \$39,875.00 for the design and bid services for the Emergency Generators project.  
Motion carried 6-0
6. Motion by Adkins, seconded by Riedel to approve a contract with Carlson Racine Roofing & Sheet Metal at the unit prices specified in their bid for work actually performed, plus a 10% contingency for a total allocation of \$200,661.00 for the 2024 Public Safety Building Roof Project, Sections 1 & 2.  
Motion carried 6-0
7. Motion by Adkins, seconded by Zoellick to approve the purchase of a Morbank chipper from LF George for \$42,718.00.  
Motion carried 6-0
8. Motion by Adkins, seconded by Uecker to approve the easements for the Prospect Circle to the Vista Run Subdivision path.  
Motion carried 6-0

## **6. Staff Reports Semiannual Strategic Plan Progress Report**

**Ms. McElroy-Anderson:** The Hometown Heroes program has been announced. The Public is welcome to purchase banners to be hung on Main Street light poles from July 4 through Lions Daze. The Village is hiring for three full time firefighter EMT positions. The selected candidates must complete the paramedic program within two years.

**Mr. Smith:** Sussex Park & Recreation survey has been completed. Halie Dobbeck will bring a summary to the March Board Meeting. There is a Grogan Park neighborhood meeting on March 7, and the Board will be recognizing the 2023 Volunteer Group of the year during the March meeting.

**Mr. Macy:** If signed by the Governor, the public bidding law has been raised to \$50,000.

**Ms. Moore:** Badger Books open house in the Community Room on March 12 at 6:00pm. In person absentee voting begins on March 19 for the April 2 election and there will be no absentee voting on March 29 because the Civic Center is closed for Good Friday.

## **7. Comments from Citizens Present**

None

## **8. Old Business**

None

**9. New Business**

Motion by LeDonne, seconded by Uecker to approve the Lake Country Municipal Court Successor Agreement and Ordinance #893, An Ordinance to add the City of Delafield to the court. Motion carried 6-0

Motion by LeDonne seconded by Adkins to approve Resolution 24-02 Combining Wards for the 2024 elections. Motion carried 6-0

**10. Consideration on resignation and appointments**

None

**11. Adjournment**

A motion by LeDonne, seconded by Adkins to adjourn at 6:47PM. Motion carried 6-0

Respectfully submitted,  
Jennifer Moore  
Village Clerk