



N64W23760 Main Street  
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**AGENDA**  
**COMMUNITY DEVELOPMENT AUTHORITY MEETING**  
**VILLAGE OF SUSSEX**  
**5:30 PM TUESDAY, MARCH 19, 2024**  
**SUSSEX CIVIC CENTER – BOARD ROOM 2<sup>ND</sup> FLOOR**  
**N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Sussex CDA, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if there is a quorum of the Village Board: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow the same.)

1. Call to order.
2. Roll Call.
3. Consideration and possible action on the minutes of the CDA meeting held on March 21, 2023.
4. Discussion on the vacant land owned by the CDA located at N63W23929 Main St.
5. Adjournment.

Chairperson  
Community Development Authority

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Jeremy Smith  
Village Administrator

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 Jeremy Smith at 246-5200.

**VILLAGE OF SUSSEX  
COMMUNITY DEVELOPMENT AUTHORITY  
5:30 PM TUESDAY, MARCH 21, 2023  
SUSSEX CIVIC CENTER – BOARD ROOM, 2<sup>ND</sup> FLOOR  
N64W23760 MAIN STREET**

**MINUTES**

Meeting was called to order by President LeDonne at 5:31 p.m.

**1. Roll Call**

Members Present: President LeDonne, Trustee Adkins, Members Bell and Benka

Members Excused: Members Badalamente, Stone, and Pfalz

**2. Consideration and action on minutes from the January 17, 2023, meeting.**

Motion by Pfalz seconded by Adkins to approve the January 17, 2023 minutes.

All ayes. Motion carried.

**3. Review application for Business Development Loan Pool loan program**

**4. Review application and outline for Downtown Revitalization Grant**

Member Pfalz left at 5:57 pm.

**5. Consideration and possible action on purchasing tables and chairs for the plaza area in front of the Civic Center.**

Motion by Adkins seconded by Bell to approve the purchase of tables and chairs for the plaza area in front of the Civic Center from Prestwick for a total cost of \$7,625.

All ayes. Motion carried.

**6. Consideration and possible action on purchasing Adirondack Chairs for the greenspace in front of the library in partnership with the Library**

Motion by LeDonne, seconded by Bell to approve the purchase of Adirondack chairs in partnership with the library for a cost not to exceed \$500.

All ayes. Motion carried.

**7. Consideration and possible action on purchasing planters for the plaza area in front of the Civic Center.**

Motion by Benka, seconded by Bell to approve the purchase of four planters for the plaza area in front of the Civic Center for an estimated cost of \$2,772.75.

Ayes: President LeDonne, Members Bell, and Benka.

Nays: Trustee Adkins.

Motion carried.

**8. Adjournment**

Motion by LeDonne, seconded by Benka to adjourn at 6:20 p.m.

All ayes. Motion carried.

Respectfully Submitted,  
Gabe Gilbertson  
Community Development Director

DRAFT



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**MEMORANDUM**

To: CDA

From: Gabe Gilbertson, Community Development Director

Re: March 19, 2024 CDA Meeting

Date: Friday, March 15, 2024

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3. **Consideration and possible action on the minutes of the CDA meeting held on September 19, 2023.**
4. **Discussion on the vacant land owned by the CDA located at N63W23929 Main St.**

The Community Development Authority currently owns the subject land and Staff would like to discuss the future of the property and what the CDA would like to see happen there.