

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of  
March 26, 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 Uecker, seconded by Zoellick to approve the February 8, February 27, and March 12, 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:

- 4/2 – Spring Election
- 4/2 – Public Works / Finance Committee
- 4/3 – Architectural Review Board
- 4/8 – Summer Recreation Program Registration - Residents
- 4/8 – Summer Recreation Program Registration – Non-residents
- 4/15 – Hydrant flushing begins (4/15-5/19 & 4/22-4/26)
- 4/16 – Park & Open Space Plan public open house
- 4/16 – Public Safety & Welfare
- 4/16 – Plan Commission
- 4/16 – Park & Rec board
- 4/17 – Open book with the assessor
- 4/18 – Open book in person
- 4/18 – Library Board
- 4/23 – Village Board
- 4/27 – Drug take back event - Metro Market

President LeDonne presented the Sussex Volunteer Group of the Year award to the Pickle Ball Advisory Committee (Patty Coburn, Jerry Schilter, Paul Cabelka, Tom Johnson, and Mary Krzyzanowski).

**5. Committee Reports**

**A. Board of Fire Commissioners Report**

Interviewed eight candidates, approved the eligibility list, presented the monthly status report, and approved personnel changes. The next meeting has not been scheduled as of today.

## **B. Community Development Authority**

No report.

## **C. Finance and Personnel Committee Report**

1. Motion by Jarvis, seconded by Zoellick to approve the February Check Register and P-card Statement in the amount of \$7,624,989.24. Motion carried 6-0
2. Motion by Jarvis, seconded by Riedel to approve the February Ace Hardware purchases in the amount of \$1,137.56 (LeDonne Abstained) Motion carried 5-0
3. Items A through G were taken simultaneously. Motion by Jarvis, seconded by Wells to approve temporary Class B retail Fermented Malt Beverage licenses as listed subject to the standard conditions for alcohol license approval. Motion carried 6-0

## **D. Park & Recreation Board Report**

1. Motion by Wells seconded by Zoellick to approve the contract with Lee Recreation for an amount not to exceed \$132,000 for the playground system at Grogan Park. Motion carried 6-0
2. Motion by Wells, seconded by Riedel to approve the Cemetery Mowing Contract for 2024 with Al Moros at \$175.00 per mowing. Motion carried 6-0
3. Motion by Wells, seconded by Uecker to approve the Park and Recreation Committee amendment to Park and Recreation Program Policies and Procedures primarily with respect to heat and air advisories. 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**

1. Motion by Zoellick, seconded by LeDonne approving a waiver from Section 18.0902(B) to establish 32 lots in the Vista Run V phase of the Vista Run subdivision based on the consideration of the following factors and that the public improvements are established prior to the plat recording any other factors that may be relevant to the matter:
  - a. The waiver would be consistent with the general intent of the ordinance
  - b. The waiver would not adversely affect property owners in the surrounding area.
  - c. The waiver would benefit the petitioner's project in a way that is consistent with the municipality's interests.
  - d. The petitioner is in compliance with applicable ordinances and agreements with the municipality.
  - e. The ordinance does not need to be changed to accommodate the kind of situation presented by the petitioner.
2. Motion by Zoellick, seconded by Wells to approve a Final Plat for the Vista Run V Subdivision for a portion of the parcel identified by Tax Key SUXV0227058006 conditioned upon the waiver provisions from 5.F.1. and
  - a. The standard conditions of Plat approval that are not in conflict with Wis. Stats. 236.13.
  - b. Payment of all fees and subject to the standard conditions of Exhibit A.
  - c. Final review and conditions from the Engineering Memo dated February 28, 2024 being addressed.
  - d. Final review and conditions from Waukesha County and the Wisconsin DOA being addressed.
- e. Completion of the Public Improvements per the Developer's Agreement and compliance with the other terms of the Developer's Agreement,

## **G. Public Safety and Welfare Report**

Did not meet in March – will meet in April

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

1. Motion by Jarvis, seconded by Zoellick to approve the February invoices in the amount of 4,720.00.  
Motion carried 6-0
2. Motion by Jarvis, seconded by Zoellick to approve a contract with Trotter and Associates for the 2025 WWTF Upgrades Engineering Services for an amount of \$99,670.00 plus a 10% contingency for a total allocation of \$109,637.00 for the project.  
Motion carried 6-0
3. Motion by Jarvis, seconded by Wells to approve the purchase of Activated Sludge Valve parts for \$27,805.00.  
Motion carried 6-0
4. Motion by Jarvis, seconded by Uecker to approve the purchase of a Patrol Truck from Western Star with Burke Truck completing the build for a total of \$279,479.00 with an extended warranty.  
Motion carried 6-0

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

**Ms. Halie Dobbeck:** The Parks and Recreation Director presented a summary of Park and Open Space Plan Citizen Survey Results.

**Ms. McElroy-Anderson:** Encourages people to participate in the "Capturing Village Voices" program.

**Mr. Smith:** The Operator License applicant has verbally withdrawn. There will be a drone show as part of the 100 year celebration. Thank you to fire & police and park & rec staff for the egg drop event.

**Mr. Macy:** The public bidding law has been raised to \$50,000. It was presented to the Governor today but not signed. The firm is reviewing current cases for significance and expects to present information on a case regarding social media and first amendment rights.

**Ms. Moore:** The public test of election equipment is Wednesday, March 27 @ 11:00am in the board room. Anyone interested is welcome to attend. Tuesday, April 2 is the Spring Election. We will be using electronic poll books in the Village. Please be patient as our election workers use them for the first time. Committee Appointments will be on the April agenda for all Trustee appointments and expiring citizen appointments.

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

None

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

None

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

- a. Motion by LeDonne, seconded by Wells to approve creation of the Village Park Pavilion Advisory Committee and the appointment of its members  
Motion carried 6-0

Motion by LeDonne, seconded by Riedel to appoint Rick Vodicka (SAS), Mike Waltz (Park Board), Nadine Cohen (Park Board), Jason Wegner (Lions), Wendy Stallings (citizen), Ben Jarvis (Trustee), and Anthony LeDonne (Village President).  
Motion carried 6-0

- b. Motion by LeDonne seconded by Uecker to approve Resolution 24-05 authorizing the Village to apply for an Outdoor Recreation Grant related to the completion of village trail sections.

Motion carried 6-0

**10. Consideration on resignation and appointments**

None

**11. Closed Session**

President LeDonne announced the closed session as required for Consideration and possible action on a motion to convene into executive session under Wis. Stats. 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 enforcement of the determination by the Village's Sex Offender Residency Board per Case/Petition #2024-01 Request of Allen E. Schmidt for an exemption to the Sex Offender Residency Restrictions.

Motion by LeDonne, seconded by Uecker to convene into executive session under Wis. Stats. 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 enforcement of the determination by the Village's Sex Offender Residency Board per Case/Petition #2024-01 Request of Allen E. Schmidt for an exemption to the Sex Offender Residency Restrictions.

On roll call, all voted Aye; Motion Carried

**12. Open Session**

Motion by LeDonne, seconded by Uecker to adjourn the executive session and reconvene into open session.

Motion Carried 7-0

**13. Case/Petition #2024-01**

No action taken

**11. Adjournment**

A motion by Zoellick, seconded by LeDonne to adjourn at 7:41PM.

Motion carried 6-0

Respectfully submitted,  
Jennifer Moore  
Village Clerk