

VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN

Minutes of the Village Board Meeting of  
April 28, 2020

**THIS MEETING WAS HELD VIRTUALLY DUE TO THE GOVERNOR'S EMERGENCY SAFER AT HOME  
ORDER DUE TO COVID-19 VIRUS**

**1. Roll Call**

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

Members present: Greg Zoellick, Lee Uecker, Scott Adkins, Ron Wells, Wendy Stallings, Michael Bartzen and President Anthony LeDonne.

Members excused: None

Also present: Administrator Jeremy Smith, Attorney John Macy, Assistant Village Administrator Kelsey McElroy-Anderson, Administrative Services Director Samuel Liebert, and members of the Public.

**2. Pledge of Allegiance**

President LeDonne led the pledge of allegiance.

**3. Meeting Minutes**

A motion by Bartzen, seconded by Uecker to approve the April 14, 2020 Village Board meeting minutes.

Motion carried 7-0

**4. Communications and Public Hearings**

**A. Village President Report**

President LeDonne stated that the Yard Waste site will open on Saturday, May 2<sup>nd</sup>. Saturdays it will be open 9:00 am-4:00 pm, and Mondays 4:00 pm-7:00 pm. The e-waste recycle program at the Civic Center for May 2<sup>nd</sup> has been postponed and will be rescheduled at a different date. Tuesday, May 5<sup>th</sup>, a virtual meeting of the Public Works Committee will take place at 6:00 pm, immediately to be followed by the Finance and Personnel Committee meeting. Wednesday, May 6<sup>th</sup>, a virtual meeting of the Architectural Review Board will meet at 10:00 am. Thursday, May 11<sup>th</sup>, Open Book will take place 2:00 pm-5:00 pm, by appointment only. To make an appointment, residents can call the Assessor at 920-741-1995.

**5. Committee Reports**

**A. Board of Fire Commissioners**

Trustee Uecker stated that the Board of Fire Commissioners met on Friday, March 27<sup>th</sup> at 2:00 pm. There were three resignations, one of those the Fire Chief. There was a recommendation to continue the joint operation with the City of Pewaukee Fire Department for the duration of the COVID-19 crisis. There was consensus to suspend the Lieutenant hiring process and to discuss the Fire Chief recruitment process during the next meeting.

**B. Community Development Authority**

Trustee Stallings stated that the CDA did not meet in the month of April. The next scheduled meeting is to take place in May.

**C. Park & Recreation Board**

Administrator Smith stated the Park & Recreation Board recommended both policies before the Village Board tonight.

C.1. Motion by LeDonne, seconded by Adkins to approve the Brewery Temporary Second Location Policy, and that the policy be reviewed for renewal in 2021. Motion carried 7-0

C.2. Motion by Stallings, seconded by Bartzen to approve the Grove Splash Pad Group Policy. Motion carried 7-0

#### **D. Pauline Haass Library Board**

Trustee Zoellick stated that the Library will open up on Monday, May 4<sup>th</sup> for curbside pickup. The building remains closed to the general public. Books and materials remain quarantined for 72 hours before they are returned to circulation. Residents can return materials into the drop box as normal.

#### **E. Plan Commission**

E.1. Motion by Adkins, seconded by Uecker to approve of CSM for Quad Graphics to adjust property lines at N63W22777 Main Street and W227N6315 Sussex Road. Motion carried 7-0

E.2. Motion by Adkins, seconded by Zoellick to approve of CSM for Villas of Brandon Oaks designating the lot lines of the stormwater pond. Motion carried 7-0

E.3. Motion by Adkins, seconded by Zoellick to approve of CSM for Nels Anderson W232N6464 Waukesha Avenue. Motion carried 7-0

E.4. Motion by Adkins, seconded by Bartzen to approve of Developer's Agreement for The Courtyard at Sussex, Assisted Living Facility (W235N6350 Hickory Drive), subject to the developer submitting their letter of credit and staff approval that all conditions of the agreement have been met. Motion carried 7-0

#### **F. Public Safety and Welfare**

Trustee Stallings stated that Public Safety Welfare will not meet until June.

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

Mr. Smith stated that the village has received our draft audit report. There were no findings. The auditor will be present in June to present to the Village Board. The May Finance Committee will see that the village had a \$500,000 surplus from 2019 and will be asked how to apply that surplus. There is a State Supreme Court case in regards to the Governor's Safer-at-home order and staff is tracking that. Staff anticipates a large turnout for the first day of yard waste operations and encourage residents to remain patient and use safety guidelines to socially distance.

Mr. Macy stated that the legislature met in special session and passed two laws that affect Board of Review. Many changes were made during their session, but not many that impact local government.

Mrs. McElroy-Anderson stated that staff as well as the contractor will be out checking Good Hope Road for any lawn or landscaping issues. Maple Ave. construction is ahead of schedule.

Mr. Liebert stated the Civic Center remains closed and that residents please make payments by mail or drop box. Administrative staff have been busy implementing a new Park & Rec. software program which will streamline recreation programming sign up and registration. Disc Golf has been re-opened and we encourage residents to practice social distancing.

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

No one present wished to speak.

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

8.A. Motion by Uecker, seconded by Stallings to approve the Petition for Attachment and Ordinance 867 for the same for property located in the Town of Lisbon at W240N6859 Maple Avenue owned by Anthony and Jami Vodicka. Motion carried 7-0

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

9.A. Motion by Uecker, seconded Bartzen to accept the Lion's Club request for use of equipment for Lion's Daze and approve of the request for closure of Main Street for Parade. President LeDonne and Trustee Wells recused themselves due to a conflict of interest. Motion carried 5-0

#### **10. Consideration on resignation and appointments**

10.A. Motion by Bartzen, seconded by Zoellick to approve of the Village President's committee appointments.

Trustee Adkins voiced his concern that he believed his experience on the Plan Commission would be missed especially with recent vacancies on the commission.

Trustee Stallings pointed out that Trustee Zoellick was being appointed to five committees, which may seem a bit top heavy.

Due to a non-unanimous voice vote, a roll call vote was taken.

Adkins – Nay  
Bartzen – Aye  
Stallings – Nay  
Uecker – Nay  
Wells – Aye  
Zoellick – Aye  
LeDonne – Aye

The vote was 4-3.

The vote failed, due to a super majority of 2/3 of the board not in agreement. Due to state law, members appointed to the Plan Commission require a 2/3 vote for approval.

Motion by LeDonne, seconded by Adkins to approve all of the Village President's trustee committee appointments, except for the Plan Commission appointment. Motion carried 7-0

Motion by LeDonne to appoint Greg Zoellick to the Plan Commission.

Motion died due to a lack of second.

**11. Adjournment**

Motion by Adkins, seconded by LeDonne to adjourn at 7:16 pm.

Motion carried 7-0

Respectfully submitted,

Samuel Liebert  
Administrative Services Director, Clerk/Treasurer