



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

AGENDA
VILLAGE BOARD
VILLAGE OF SUSSEX
6:00 PM - TUESDAY, AUGUST 23, 2022
SUSSEX CIVIC CAMPUS – BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes from the Village Board meetings held on August 2, 2022 and August 9, 2022.
4. Communications and Public Hearing(s)
 - A. Village President Report. Report on meetings attended/up-coming, 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 Splash Pad Shade Structure
 - 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, future agenda items and scheduled meetings.
7. Comments from citizens present.
8. Old Business.
9. New Business.
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 SUSSEX VILLAGE BOARD
AND ARE SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Special Village Board Meeting of
August 2, 2022**

1. Roll Call

Called the meeting to order at 6:06pm

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

Members excused: Ron Wells, Scott Adkins,

Also present: Village Administrator Jeremy Smith, Assistant Administrator Kelsey McElroy-Anderson, and members of the Public.

2. Temporary Class B Fermented Malt Beverage License for Hamilton Alumni Reunion

Motion by LeDonne, seconded by Zoellick to approve the Temporary Class B fermented malt beverage license for Hamilton Alumni Reunion August 6, 2022 at Village Park Lion's Open Air Pavilion, Agent: Mike Hyland. Motion carried 5-0

3. Adjournment

Motion by LeDonne, seconded by Jarvis to adjourn at 6:07pm.

Motion carried 5-0

Respectfully submitted,
Jeremy Smith
Village Administrator

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**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of
August 9, 2022**

1. Roll Call

President LeDonne called the meeting to order at 6:02pm.

Members present: Stacy Riedel, Lee Uecker, President Anthony LeDonne, Ron Wells, and Benjamin Jarvis.

Members excused: Greg Zoellick and Scott Adkins

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

2. Pledge of Allegiance

President LaDonne led the pledge of allegiance.

3. Meeting Minutes

Motion by Wells seconded by Jarvis to approve the July 26, 2022 Village Board meeting minutes as presented. Motion carried 5-0.

4. Communications and Public Hearings

A. Village President Report.

8/14 - Main Street Block Party

8/16 – Plan Commission

8/16 – Park & Recreation Board

August Public Safety Committee Meeting has been cancelled

8/14 – Pauline Haass Public Library Board

5. Committee Reports

A. Finance and Personnel Committee

1. Motion by Jarvis, seconded by Uecker to approve the July Check Register and P-card Statement in the amount of \$1,145,646.40 Motion Carried 5-0
2. Motion by Jarvis, seconded by Riedel to approve the July Ace Hardware purchases in the amount of \$559.91. Motion Carried 4-0
3. Motion by Jarvis, seconded by Wells to approve an Operators License for Erinn Olmstead. Motion Carried 5-0

4. Motion by Jarvis seconded by Wells to accept the 2022 2nd Quarter Investment Report as presented. Motion Carried 5-0

B. Public Works Committee

1. Motion by Jarvis, seconded by Uecker to approve the purchase of a demo model Mecalac 9MWR with attachments from LF George for \$234,621.00.

Motion Carried 5-0

6. Staff Reports

- A. Administrator Smith

Napa donated to the Village to help sponsor Spooky Sussex

- B. Attorney Macy

The City of Waukesha sued their Board of Review and the courts upheld that a municipality cannot challenge the findings of their Board of Review

- C. Clerk Moore

There is an election in the Village today followed soon by the November General Election

7. Comments from citizens present

No one present wished to speak.

8. Old Business

- A. Motion by LeDonne, seconded by Wells to adopt Ordinance No 884 to amend Ordinance 883 correcting the erroneous detachment of LSBT0256995 to be consistent with the cooperative plan between the Town of Lisbon and the Village of Sussex.

Motion Carried 5-0

9. New Business – President LeDonne rearranged the agenda

Trustee Riedel would like to research putting shields on Village dump trucks. This item was referred to the Public Works Committee.

10. Consideration and possible action on resignations and appointments

None

11. Adjournment

Motion by LeDonne seconded by Wells to adjourn at 6:10pm.

Motion Carried 5-0

Respectfully submitted,
Jennifer Moore
Village Clerk



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MEMORANDUM

To: Village Board
From: Jennifer Moore, Village Clerk
Re: Village Board Meeting- August 23, 2022
Date: August 18, 2022

4.A. Village President Report- report on meetings attending and upcoming communications.

5.E.1. Shade structures at The Grove Splash Pad have been a highly requested item that will enhance the park goer's experience. Three 14'X22 shade structures will mount into the concrete and grass. The total cost of the structures is \$50,570 and will be fully funded by \$38,980 insurance loss from the May 2020 drunk driver incident, a 2021 \$5,000 Park Grant from the League of Wisconsin Municipalities, and \$6,590 from Park Impact fees. The Village will add \$3,371 to the annual depreciation fund to allow for the shade structure's eventual replacement. Please see the memo from Park and Recreation Director Halie Dobbeck for more information.



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MEMORANDUM

To: Village Board
From: Halie Dobbeck, Parks and Recreation Director
Date: August 18, 2022
Re: Splash Pad Shade Structures

Background and Funding:

A drunk driver crashed into a play component in the Village Park playground in May of 2020. The damaged equipment was no longer usable, and we were allocated \$38,980 by insurance for the loss. We only get the funds if we use them for an authorized project prior to May 31, 2023. The Shade structures have been deemed by the insurance company to be an acceptable project. The Village received a \$5,000 Parks Grant in 2021 from the League of Wisconsin Municipalities Mutual Insurance and the Village could utilize \$6,590 from Park Impact fees to fully fund the \$50,570 project.

Proposal:

Staff has evaluated the needs of Village Park and has determined that shade structures at The Grove Splash Pad would enhance play and the park goer's experience and it is a highly requested item for the park that fits within the budgetary scope of the insurance payout.

A quote has been obtained for 3, SkyWays© 14'x22' shade structures that would be placed along the south side of the splash pad. These structures will mount into the grass to provide shade on the concrete and grass. Please see the attached pictures for more information. Staff feel that these structures will adequately address the many requests and needs of the community for shade at the splash pad.

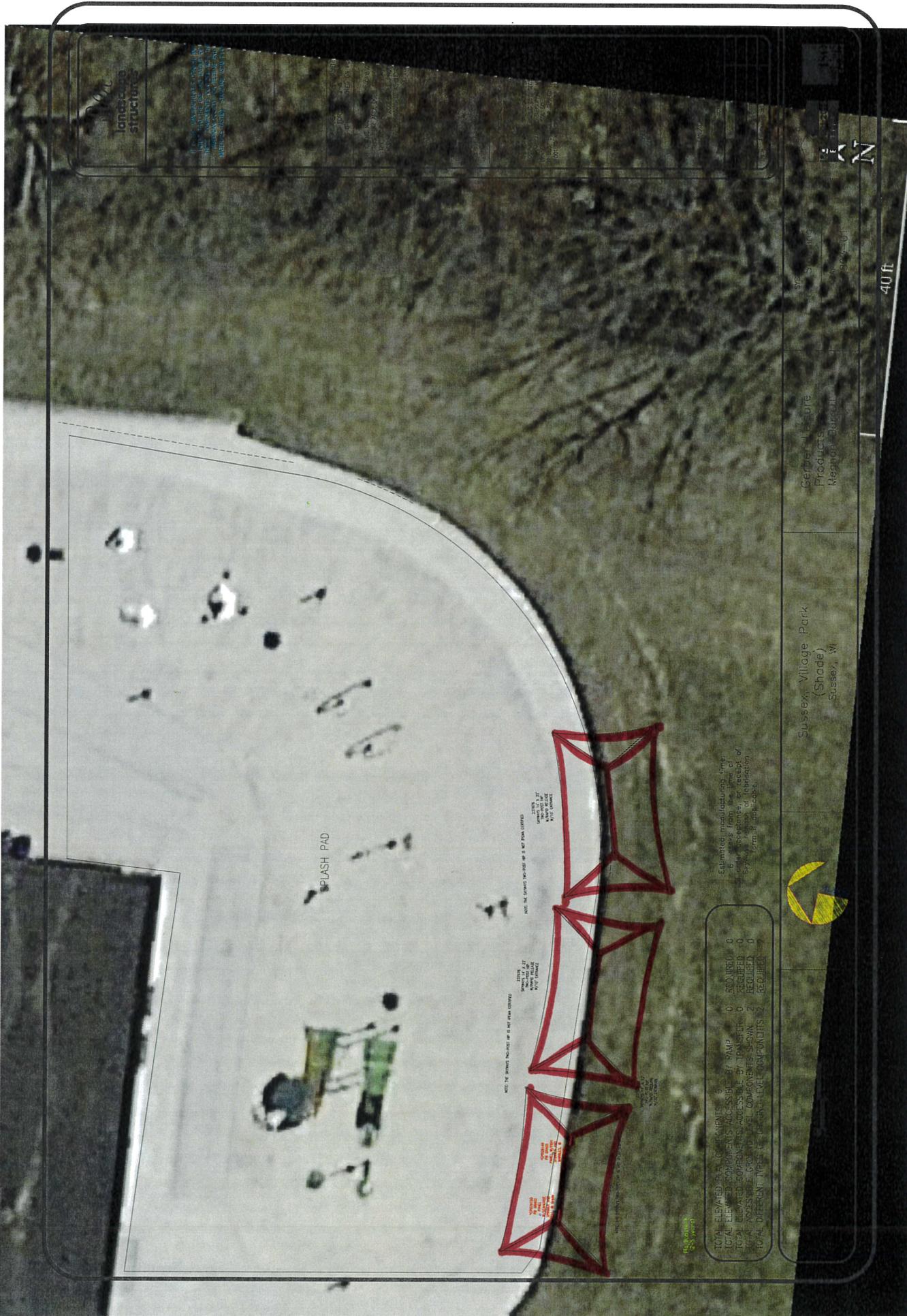
Questions were asked at Park Board about the warranty and wind loads. The SkyWays© shade products are designed to the IBC 2015 building code and feature corrosion-resistant steel fastening hardware. The shade structure warranty is as follows: a 20-year warranty for all steel structures, 10-year warranty for fabric, and a 3-year warranty for all other parts. The structure features "rapid release technology" so that it can be removed in winter to protect from large snow loads. The fabric covering can withstand 105 mph winds and a snow load up to 5 pounds per square foot. The lead time for this equipment is 20 weeks; the structures would be slated for install in Spring 2023.

The total cost of the shade structures is \$50,570 and will be covered by insurance payout, grant, and impact fees. The Village will add \$3,371 to the annual depreciation fund to allow for the shade structures eventual replacement.

The Park Board recommends that the Village Board approve this project as presented.



100% LANDSCAPE ARCHITECTURE
 100% SITE PLAN
 100% CONSTRUCTION DOCUMENTS
 100% INSTALLATION



SPLASH PAD

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Estimated manufacturing time:
 0 days from the time of
 order acceptance, to receipt of
 product at site.
 Lead time is not applicable.

TOTAL ELEVATED PLAY COMPONENTS	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TOWER	0	REQUIRED	0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS	2	REQUIRED	0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	2	REQUIRED	0



Sussex Village Park
 (Shade)
 Sussex, WI

Bertrand-Laurie
 Products
 Madison, WI

12700
 12700
 12700



40 ft



Gerber Leisure Products, INC.

PO Box 42
Mount Horeb, WI 53572
Phone: 800-236-7758

QUOTE

Table with quote details: DATE: 6/28/2022, QUOTE Name: The Grove Shade (Phase 1- 3 Shades), Valid Until: 7/28/2022

Prepared by: Meghan Barrett / meghan@gerberleisure.com

Customer information table: Village of Sussex Parks and Recreation- Village Park, Attn: Halie Dobbeck, hdobbeck@villagesussex.org

Main item table with columns: DESCRIPTION, QTY, PRICE, AMOUNT. Includes items like SkyWays Two-Post Hip 14'x22' Shade, GRASS PANEL W/SEAHORSE SPINNER AND BELL, and Professional installation of above listed equipment.

TERMS AND CONDITIONS

- 1. A 50% deposit is required to place the order
2. Customer will be billed for equipment upon receipt of signed quote
3. Additional services will be billed upon completion of the project
4. Payment will be due within 30 days of invoice date
5. Please mail or email signed price quote to the address above
Customer Acceptance (sign below):

Summary table: Subtotal \$50,570.00, Taxable \$0.00, Tax rate 0.000%, Tax due \$0.00, Other \$0.00, TOTAL Due \$50,570.00

x _____
Print Name:

If you have any questions about this price quote, please contact: Meghan Barrett at 608-514-6323 / meghan@gerberleisure.com

Thank You For Your Business!