

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of  
September 24, 2024**

**1. Roll Call**

The meeting was called to order by President LeDonne at 6:04pm.

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

Members excused: None

Also present: Assistant Village Administrator Kelsey McElroy-Anderson, Village Administrator Jeremy Smith, Village Attorney John Macy, Clerk/Treasurer Jennifer Moore, 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 August 27, 2024 Village Board meeting minutes.

Motion carried 7-0.

**4. Communications and Public Hearings**

**A. Village President Report**

The Village President listed several upcoming meetings and events in the Village of Sussex including:

10/3 – Celebration of Artists Opening Night 5:00 – 7:00pm

10/15 – Plan Commission meeting

10/15 – Park and Recreation Board meeting

10/18 – Spooky Sussex

10/22 – Village Board meeting

10/26 – Village Trick or Treat 6:00 – 8:00pm

**5. Committee Reports**

**A. Board of Fire Commissioners Report**

Interviewed and approved full time candidates and acknowledged resignations.

**B. Community Development Authority**

Nothing to report.

**C. Finance and Personnel Committee Report**

1. Motion by Jarvis, seconded by Zoellick to approve the August Check Register and P-card Statement in the amount of \$1,787,411.91. Motion carried 7-0
2. Motion by Jarvis, seconded by Riedel to approve the July Ace Hardware purchases in the amount of \$537.69. Motion carried 6-0  
(LeDonne Abstained)
3. Motion by Jarvis, seconded by Uecker to approve the Class “A” Retail License for the Sale of Fermented Malt Beverages & “Class A” Retail License for the Sale of Intoxicating Liquors September 25, 2024 through June 30, 2025, for VAM United, Inc, W232N6116 Waukesha Avenue, Sussex, 53089, for Quick Corners, Agent: Poojaben Patel subject to the standard conditions of the liquor license approval, approval by the Plan Commission of the conditional use permit to operate, and transfer of the operations to the above entity from the current license holder. Motion carried 7-0

4. Motion by Jarvis, seconded by Wells to approve Amusement Device Licenses September 25, 2024 through June 30, 2025, for VAM United, Inc. for Quick Corners (W232N6116 Waukesha Avenue) – 4 permits subject to the standard conditions of license approvals and transfer of the operations to the above entity from the current license holder. Motion carried 7-0

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

1. Motion by Wells, seconded by Adkins to approve the Special Event Rental: Disc Golf for Life. The event is Saturday October 12, 2024 from 8am-2pm and will use the North Open Air and Disc Golf Course. Motion carried 7-0
2. Motion by Wells, seconded by Adkins to approve the Village Sign Policy Updates as proposed. Motion carried 7-0

#### **E. Pauline Haass Library Board Report**

1. Trustee Zoellick presented an update from the previous Library Board meeting.

#### **F. Plan Commission Report**

1. Motion by Zoellick, seconded by LeDonne to approve and grant Vista Run LLC a waiver from Section 18.0902(B) to establish 35 lots in the Vista Run VI phase of the Vista Run subdivision based on the consideration of numerous factors listed in the agenda packet and that the public improvements are established prior to the plat recording and that the plat shall not be recorded until the year 2025. Motion carried 7-0
2. Motion by Zoellick, seconded by Wells to approve the Final Plat for Vista Run Phase VI subject to the following conditions:
  - 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. The Floodplain line shown on this plat will likely change as part of a permit to fill the wetland / floodplain and remove lots 145, 146 and 148-150 from the floodplain. The LOMR shall be finalized before the plat is recorded.
  - d. Obtain all necessary Village permits for filling/disturbing any wetlands.
  - e. Final review and conditions from Waukesha County and the Wisconsin DOA being addressed.
  - f. Completion of the Public Improvements per the Developer's Agreement and compliance with the other terms of the Developer's Agreement.Motion carried 7-0

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

1. Motion by Riedel, seconded by Wells to approve the 2025-2027 Contract Police Citation Services with the Village of Lisbon, Village of Merton, and Town of Delafield. Motion carried 7-0
2. Motion by Riedel, seconded by Zoellick to approve Resolution 24-15 Approving Damage Assessment MOU with Waukesha County. Motion carried 7-0
3. Motion by Riedel, seconded by Uecker to approve the annual request by the Sled Bugs to use Village trails for the upcoming snowmobile season. Motion carried 7-0

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

1. Motion by Adkins, seconded by Jarvis to approve the August invoices in the amount of \$51,866.35. Motion carried 7-0
2. Motion by Adkins, seconded by Riedel to approve the Salt Contract with Waukesha County for the 2024/2025 season. Motion carried 7-0

## **6. Staff Reports**

**Ms. McElroy – Anderson:** This will be her last meeting with the Village of Sussex. Sussex has a lot to be proud of both residents and staff.

**Mr. Smith:** There were 30 applicants for the Assistant Village Administrator position. Staff will conduct eight first round interviews and second round interview for the three to four finalists.

October 18 is Spooky Sussex and volunteers are still needed.

The Village received a DNR \$100,000 grant for the Corky Curtis trail and made the initial cut list for a \$1 million grant also.

**Mr. Macy:** Is in the process of writing opinion letters for license denials and the use of personal email.

**Ms. Moore:** The Clerk's office has sent almost 1,000 absentee ballots and we expect about 2,000 total in person absentee voters to come through during the two weeks of in person absentee voting that begins on October 22. Voter registration is also up by approximately 200 since the August election.

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

None

## **8. Old Business**

None

## **9. New Business**

None

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

None

## **11. Adjournment**

A motion by LeDonne, seconded by Wells to adjourn at 6:30PM.

Motion carried 7-0

Respectfully submitted,  
Jennifer Moore  
Clerk/Treasurer