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AGENDA  
VILLAGE OF SUSSEX  
SENIOR CITIZENS ADVISORY COMMITTEE  
Tuesday, January 17, 2017  
4:00 PM  
SUSSEX CIVIC CENTER – COMMITTEE ROOM 2nd FLOOR  
N64W23760 MAIN STREET

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Sussex Senior Citizens Advisory Committee, 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 a quorum of the Village Board is in attendance at the meeting: 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 them to do so.)

1. Call to Order
2. Roll Call
3. Citizens Comments
4. Discussion and possible action on minutes of November 15, 2016.
5. Discussion and possible action on the Rock-A-Thon, 2017.
6. Discussion and possible action on the Aging and Disability Resource Center of Waukesha County - Senior Dining Center contract for 2017.
7. Discussion on the 2016 Waukesha County Senior Dining Program.
8. Senior Coordinator's Report.
9. Director's Report.
10. President / Village Administrator's update on happenings in the Village of Sussex.
11. Topics for future agenda items.
12. Adjournment.

Eileen Kaiser  
Chairperson

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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  
SUSSEX, WI  
SENIOR CITIZENS ADVISORY COMMITTEE MINUTES  
November 15, 2016

Meeting called to order: 4:00 p.m.

Members Present: Mary Kraemer, Karen Sukkert, Pat Tetzlaff, Eileen Kaiser, Pat Madgic, Roger and Shirley Johnson and Art Rude.

Members Absent: Jen Waltz.

Also Present: Village Administrator Jeremy Smith, Park and Recreation Director Sasha Darby, Senior Program Coordinator Jean Horner and Village President Greg Goetz.

Citizen Comments: None

Discussion and possible action on minutes of September 20, 2016 meeting:

A motion was made by Roger Johnson, seconded by Kraemer to accept the minutes as presented.

Motion carried.

Update on Holiday Swag event, November 29, 30 & Dec. 1, 2016:

Ms. Horner reported that we currently have 8 sponsors including the Senior Advisory Board to support this annual holiday event. We currently have 38 seniors signed up and we have 2 more weeks of registration. Past numbers have been between 90 to 100. Shady Lane Greenhouse will be providing the materials for the construction of the swags.

Update on Volunteer Appreciation Breakfast, Wednesday, November 16, 2016:

Ms. Horner reported that the event will be held tomorrow in the Library Multipurpose room of the Civic Center. 46 diners have responded to our invitation. Roger Boll will be entertaining and Quarry Coffee will be serving breakfast.

Discussion on Sussex Civic Center suggestions and senior input:

Roger Johnson suggested that the benches from the Community Center on Maple be relocated to the Civic Center or be used in a village park. Discussion also included a suggestion that we have a map and/or directory of the building and possible new ways to publicize our events. The new electronic board on the street was also discussed.

Update on Senior Welcome Week, November 28-December 2:

Ms. Horner reported that we will have a busy week with Swag and Welcome Week falling on the same week. Wednesday's entertainer is Tom Stanfield.

Senior Coordinators Report – Jean Horner reporting:

Toe Nail Trimmers – Schedule changes for 2017. Now that we have more room to accommodate them, they will have one nurse all day on the usual 4<sup>th</sup> Tuesday of the month.

Hello Goodbye Dinner party was a great success. We served 85 diners which was our maximum capacity at the Community Center.

Honor Flight Luncheon – Low attendance but a fabulous program. Mike Backus can be reached at 414-507-7211 if anyone is interested in contacting him.

Veterans Day – 55 people for lunch on Friday. Liz Bahr entertained.

Senior Dinner Party - "Holly and the Ivy" Wednesday, December 7. Entertainment by the Don Solem Trio. We already have almost 50 signed up, will max out at 125.

Holiday Luncheon - Wednesday, December 14.

Winter Solstice and Holiday Fun Day – Wednesday, December 21. 11:00 Milwaukee's Holiday Traditions presented by the Milwaukee County Historical Society. Remember Billy the Brownie, the Holiday Parade and other traditions. Reminisce with us. Schedule is: Noon Lunch, White Elephant gift exchange at 12:30.

Directors Report - Sasha Darby reported that all is well with settling in the new building. Working through issues with new spaces and questions by participants. Bus trips will pick up and drop off at the new building.

Village Administrator Report – Jeremy Smith and Greg Goetz reporting:

Progress is being made at the new Sussex IM plant.

Main Street and Silver Spring are open.

Village Hall will come down in January.

There will be some reuse of the bricks from both the Youth Hall and Village Hall for future landscaping.

Malabar Coast is opening soon, as well as the beauty salon, midwife services and a photo studio.

Kwik Trip will be opening in 2017.

There was a 92% turnout for the presidential election for Sussex.

No topics for future agenda.

Next meeting: Tuesday, January 17, 2017.

Adjournment: Motion made by Kraemer, seconded by Sukkert to adjourn the meeting at 4:40 p.m.

Motion carried.

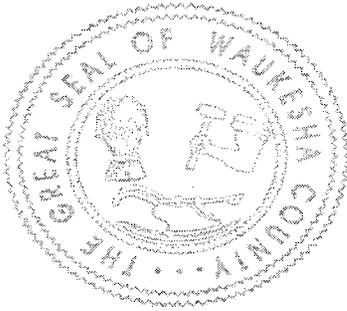
Minutes respectfully submitted by:

Jean Horner,

Senior Program Coordinator

Paul Farrow  
County Executive

Antwayne M. Robertson  
Director



**Waukesha**  
**County**  
DEPARTMENT OF  
HEALTH AND HUMAN SERVICES

Jeremy Smith  
Village of Sussex  
N64 W23760 Main Street  
Sussex, WI 53089

RE: Contract # 17-015

Dear Mr. Smith,

December 16, 2016

Contract 17-015 for services during 2017 with the Aging and Disability Resource Center of Waukesha County (ADRC) a division of the Waukesha County Department of Health and Human Services is enclosed for review and signature. **Signature is required on page 3 of the contract.** Please sign and return both copies to our office. A fully executed copy will be returned to you after all signatures are obtained.

Please let me know if you have any questions concerning the contract. I can be reached at telephone (262) 548-7665.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Beyer".

Jennifer Beyer  
Quality Assurance Specialist  
Programs & Projects Analyst

COOPERATIVE AGREEMENT BETWEEN  
**VILLAGE OF SUSSEX**  
AND  
AGING AND DISABILITY RESOURCE CENTER OF WAUKESHA COUNTY  
A DIVISION OF WAUKESHA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES

In consideration of the mutual covenants here in The Aging and Disability Resource Center of Waukesha County (ADRC), a division of Waukesha County Department of Health and Human Services, State of Wisconsin, hereinafter known as the "Program," having offices at Human Services Center, 514 Riverview Drive, Waukesha, Wisconsin 53188 and **Village of Sussex whose business offices are located at N64W23760 Main Street, Sussex, WI 53089** hereinafter known as the "Facility," agree as follows regarding the use of **Sussex Senior Dining Center located at N64 W23760 Main Street, Sussex, Wisconsin 53089** as a facility for providing meals to elderly residents:

- I. The Facility shall provide:
  - A. Use of the dining and serving area for service of meals on **Monday, Tuesday, Wednesday, Thursday, and Friday** from 9:30 a.m. to 2:00 p.m. for elderly participants. The Program understands that these hours may need to be adjusted due to Facility programming and will be mutually agreed upon.
  - B. Payment of utility charges, except monthly charges for a separate phone and fax line.
  - C. Limited storage facilities for equipment, utensils and supplies.
  - D. The Facility shall adequately maintain the equipment, building, and grounds, including snow and ice removal as necessary.
  - E. Tables and chairs to reach the seating capacity of the room, and use of kitchen facilities.
  - F. Working smoke alarms and fire extinguishers, with assurance of regular operational checks.
  - G. Posted evacuation procedures and well lighted exit signs.
- II. The Program shall provide:
  - A. Meals, which shall be delivered and shall contain one-third minimum daily requirements for an adult as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences.
  - B. Recruiting, training, and scheduling of volunteers who shall be responsible for hosting, serving, clean-up, recordkeeping, etc., and shall follow health and

sanitation procedures. Also, set up tables for chairs and place back in storage area as needed/requested.

- C. Planning and coordination of various social and recreational activities following meal service as agreed with the approval of the Facility.

III. The Facility and the Program shall agree as follows:

- A. Meal service shall be open to all adults 60 years of age or older.
- B. Various rules and regulations regarding walk-ins may be established as necessary by the Facility in cooperation with the Program.
- C. It is understood that the parties shall each bear only that responsibility and resultant liability because of personal injury and/or property damage, which is based upon their own negligent acts or omissions. Each party will at all times during the term of this agreement, keep in force and effect general liability insurance policies as outlined below, issued by a company authorized to do business in the State of Wisconsin.

Commercial General Liability Insurance

Coverage Required:

Premises and Operations

Products and Completed Operations

Blanket Contractual Liability

Limits of Liability:

Not less than \$1,000,000 combined single limit (bodily injury and property damage)

Each shall be given ninety (90) day written notice of cancellation or non-renewal during the term of this agreement. Upon execution of this agreement, the Facility will furnish the Program with a Certificate of Insurance. In the event that any action, suit, or other proceeding is brought against either party upon any matter here included, that party shall within five (5) working days give notice to the other party of the action.

- D. As the Program is governed by Waukesha County policy and it is the policy of Waukesha County that all buildings and facilities under the control of Waukesha County be declared smoke free, therefore, during the operational hours of the Nutrition Program the space available to the Program will be declared smoke free.

IV. Miscellaneous terms:

- A. It is understood that a portion or portions of the dining area may be used for facility programs and/or activities if not required for meal service and related programs.
- B. Dish Machine:  
Waukesha County has proposed to implement reusable dishware at the Sussex Dining Center. To accomplish this:
  - a. The Program will purchase a brand new, mutually agreed-upon commercial dish machine and will assume all related costs including delivery and installation.
  - b. Upon installation, the dish machine will become the property of the Village of Sussex.
  - c. The ADRC will maintain the right to use the dish machine for regular senior meal program service, and other purposes as mutually agreed upon. If the Village of Sussex wishes to use the dish machine for any reason, the purpose and frequency of use will be discussed with the appropriate program representative.
  - d. The Village of Sussex will be under no obligation to maintain, repair, or replace the dish machine at any time.
  - e. The ADRC will use the dish machine in accordance with the manufacturer operating instructions.
  - f. If the dish machine is in need of service, The Village of Sussex and the ADRCX will mutually agree upon whether or not it is repaired or replaced and will discuss and agree upon terms of repair or replacement.

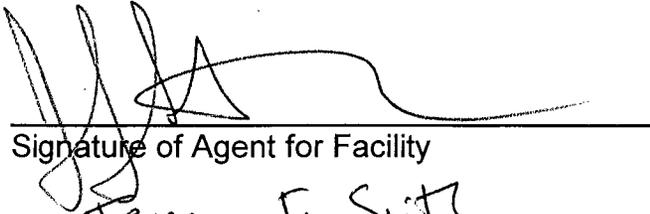
V. This agreement constitutes the entire agreement between the Facility and the Program.

VI. This agreement shall be effective as of **January 1, 2017** and ending **December 31, 2017**. However, either party may at any time during the life of the agreement terminate this agreement by giving ninety (90) days notice to the other party of the intention to do so.

In witness thereof, the parties hereto affix their hands and seals.

\_\_\_\_\_  
Antwayne Robertson  
Director, Department of Health and Human Services  
Waukesha County

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Agent for Facility

\_\_\_\_\_  
1/2/2017  
Date

\_\_\_\_\_  
Jeremy J. Smitz  
Name (Type or print)

\_\_\_\_\_  
260-246-5200  
Phone Number

\_\_\_\_\_  
Adminstrator  
Title

\_\_\_\_\_  
Sussex  
Company