



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
IMMEDIATELY FOLLOWING THE 7:00 P.M. PUBLIC HEARING
TUESDAY, OCTOBER 25, 2016
SUSSEX CIVIC CAMPUS – BOARD ROOM SECOND FLOOR
The Village Board may convene in a closed session to discuss the matter(s) listed on this
agenda.

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes of the Budget meetings held on October 6, 2016 and October 13, 2016 and the Village Board meeting held on October 11, 2016.
4. Communications
 - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions including Successfully Sussex Awards.
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 Special Events Permit Form.
 - 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.
 1. Recommendation and possible action on an ordinance to create Sub Section 17.0416(A)(3)(d) regarding Religious Facilities in the B-1 Neighborhood Business District Permitted Uses of the Zoning Code of the Village of Sussex.

- 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 in process, future agenda items and scheduled meetings.
- 7. Comments from citizens present.
- 8. Old Business.
- 9. New Business.
 - A. Consideration and possible action on Sled Bug use of Village trails for 2016-2017 winter season.
- 10. Consideration and possible action on resignations and appointments.
- 11. 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 Village of Sussex v. Town of Lisbon and the Pauline Haass Public Library.
- 12. Adjournment

Greg Goetz
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 be in attendance at 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. 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.

NOTICE OF PUBLIC HEARING
VILLAGE OF SUSSEX

TAKE NOTICE that the Village Board of the Village of Sussex, Waukesha County, Wisconsin, will hold a public hearing on October 25, 2016 at 7:00 P. M. at the Village Hall, N64W23760 Main Street, Sussex to hear comments from citizens on an ordinance to create Sub Section 17.0416(A)(3)(d) regarding Religious Facilities in the B-1 Neighborhood Business District Permitted Uses of the Zoning Code of the Village of Sussex.

A copy of the proposed ordinance is available for review at the Sussex Village Hall, N64W23760 Main Street from 8:00 a.m. until 5:00 p.m., Monday through Friday.

This hearing shall be public and citizens and persons of interest shall then be heard.

By Order of the Village Board
Casen Griffiths
Administrative Services Director/Clerk

PUBLISH: 10/6 & 10/13

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Village Board- Budget & Strategic Plan meeting held on October 6, 2016

President Goetz called the meeting to order at 6:30 pm

Trustees Present: Lee Uecker, Tim Dietrich, Matt Carran, Pat Tetzlaff, Bob Zarzynski, Wendy Stallings (arrived at 6:46pm) and Village President Greg Goetz.

Trustees absent: None

Staff present: Administrator Jeremy Smith, Assistant Administrator Melissa Weiss, Village Engineer Judy Neu, Finance Director Nancy Whalen, Attorney John Macy and Administrative Services Director Casey Griffiths.

Comments from citizens present: None

Attorney Macy provided a presentation on ex parte contact.

Mr. Smith provided an update on the budget. Due to a revaluation in the Town of Lisbon the Hamilton School District's levy will drop. Transportation aids came in and they were expected to drop, however the Village's share was increased.

Mr. Smith and Mrs. Weiss gave a presentation on the Village's strategic plan. The plan was done through working with community members, Trustees and staff. Four overarching categories of projects and initiatives were identified through that process. These categories included Quality of Life, Economic Development, Effective Government and Infrastructure. Within each of these categories, specific initiatives were identified. Staff then broke those initiatives down into small dollar initiatives, medium dollar initiatives and large dollar initiatives. After the presentation the Trustees were asked to rank the initiatives from highest priority to lowest. The results will be tabulated and presented at the next budget meeting.

A motion by Zarzynski, seconded by Stallings to adjourn the meeting at 8:21pm Motion carried

Respectfully Submitted,

Casen J. Griffiths
Administrative Services Director.

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Village Board- Budget Meeting held on October 13, 2016

President Goetz called the meeting to order at 6:30 pm

Trustees Present: Lee Uecker, Tim Dietrich, Matt Carran, Pat Tetzlaff, Bob Zarzynski, and Village President Greg Goetz.

Trustees absent: Wendy Stallings.

Staff present: Administrator Jeremy Smith, Assistant Administrator Melissa Weiss, Finance Director Nancy Whalen and Administrative Services Director Casey Griffiths.

Comments from citizens present: None

Mr. Smith reviewed the results of the Trustee's ranking responses to the strategic plan initiatives. Each initiative was ranked based upon the averages of the responses received. The rankings will assist the Board and Staff in determining what initiatives to prioritize.

Mr. Smith reviewed the proposed budget. A review of the budget "extras" listed was completed along with a review the proposed 2017 tax bill. The proposed Village mill rate with the budget as currently presented would be \$5.61. The consensus of the Trustees was to direct staff to prepare the presented budget for public hearing in November.

A motion by Zarzynski, seconded by Carran to adjourn the meeting at 6:52 pm Motion carried

Respectfully Submitted,

Casen J. Griffiths
Administrative Services Director

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Village Board Meeting of October 11, 2016

The meeting was called to order at 7:00 p.m. by Greg Goetz

Members present: Bob Zarzynski, Wendy Stallings (arrived at 7:05 pm), Pat Tetzlaff, Tim Dietrich, Matt Carran, Lee Uecker and Greg Goetz.

Trustees excused: None

Others present: Administrator Jeremy Smith, Attorney John Macy, Administrative Services Director Casen Griffiths and Dave Anderson from PFM Financial Advisors.

A motion by Tetzlaff, seconded by Zarzynski to approve the minutes of the Budget meeting held on September 22, 2016 and the Village Board meeting held on September 27, 2016. Motion carried.

A motion by Zarzynski, seconded by Carran to approved the September Check Registers and P-card statement in the amount of \$2,140,271.09. Motion carried

A motion by Zarzynski, seconded by Tetzlaff to deny an Operator's License for Anne Amsler for failure to complete the licensing process. Motion carried

A motion by Zarzynski, seconded by Carran to approve an Operator's License for Pamela Duane, subject to the standard conditions of license approval. Motion carried

Trustee Stallings arrived.

A motion by Zarzynski, seconded by Goetz to approve the Resolution Awarding the Sale of \$3,100,000 General Obligation Community Development Bonds, Series 2016D. Motion carried.

A motion by Zarzynski, seconded by Tetzlaff to approve the purchase of Mobile Dispatch Computers for the Sussex Fire Department in the amount of \$14,968.10. Motion carried.

A motion by Dietrich, seconded by Uecker to approve public works bills for payment in the amount of \$1,897,755.71. Motion carried.

A motion by Dietrich, seconded by Carran to approve the Bridge Inspection Services Contract with S.E.H. in the amount of \$875.00 with a +/- 10% contingency for a total allocation not to exceed \$1,000. Motion carried.

Mr. Smith reported that mediation with the Town of Lisbon occurred regarding the library lawsuit. Village Hall will be closed Friday and Monday for the move to the Civic Center. Mr. Griffiths reported that the election was thirty days away and that the Clerk's office was busy fulfilling absentee ballot requests. In person absentee voting will begin on Monday, October 24th.

Comments from citizens present: No one wish to be heard

Old Business: None

A motion by Goetz, seconded by Uecker to approve an agreement for Emergency Water Service with the Village of Menomonee Falls. Motion carried.

A motion by Goetz, seconded by Stallings to approve the resolution declaring cubicle walls, office equipment, obsolete computers and miscellaneous electronic equipment as surplus.

Motion carried.

Mr. Goetz noted that there is an individual that he would be contacting regarding the vacancy on the Park Board.

A motion by Zarzynski, seconded by Goetz to adjourn the meeting at 7:18 pm.

Motion carried.

Respectfully Submitted,

Casen J. Griffiths
Administrative Services Director



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MEMORANDUM

To: Village Board

From: Casey Griffiths, Administrative Services Director

Re: Village Board Meeting- October 25, 2016

Date: October 20, 2016

4.A. Village President Report. Report on meetings attended, communication, up-coming meetings and special recognitions including Successfully Sussex Awards.

5.C.1. The Park and Recreation Board recommends approval of the Special Events Permit Form. The proposed permit form redesign is intended to allow for staff to better assist in the preparation of rentals of park facilities for large groups and events. Parks and Recreation staff has seen an increase in the number of groups that are utilizing Village parks for special events. By utilizing this form staff feels that the Village will be better organized and will assist groups in determining what they need to prepare for when utilizing park space. Forms, such as the one that is being proposed, are utilized in other communities. Please see the enclosed memo from Parks & Recreation Director Sasha Snapp and the propose permit form for more information.

5.E.1. The Plan Commission recommends approval of an ordinance to create Sub Section 17.0416(A)(3)(d) regarding Religious Facilities in the B-1 Neighborhood Business District Permitted Uses of the Zoning Code of the Village of Sussex. The owner of the property has petitioned to amend Ordinance Section 17.0416(A). New Hope Church has requested to rent tenant space in this location for general operations and assembly for the congregation. Currently the B-1 Neighborhood Business District does not allow Religious facilities. Under court rulings, the Village should be consistent with its application of assembly type uses and it would be appropriate to amend the code to allow religious facilities in the B-1 district. Currently the districts that allow Religious Facilities as permitted uses are B-4 Central Mixed Used, B-3 Highway Business, I-1 Institutional and as a conditional use in all residential districts. Please see the enclosed ordinance amendment for more information.

9.A. Staff recommends approval of the Sled Bug use of Village trails for the 2016-2017 winter season. The Sled Bugs Snowmobile Club is requested the use of Village right of way for the 2016-2017 snowmobile season. These sections were the same as were approved by the Village for the 2015-2016 season. The first section of the trail runs along the Bug Line Trail going southwest from the Village limits to approximately the north side of Sussex Inn's property. Section Two runs from Waukesha Avenue along the north side of the Union Pacific Railroad line and ends at Maple Avenue. Section Three begins in the Northeast corner of Grogan Park and runs diagonally to the southwest

corner of the park. Section 4 runs on the Bug Line Trail and begins south of the Bowling Green Condominiums and runs west with the section ending at Hwy 164. Please the enclosed letter from the Sled Bug Snowmobile Club and map for more information.

11. The Board will convene into executive session to discuss the Pauline Haass Library lawsuit.



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MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Casey Griffiths, Administrative Services Director

From: Sasha Snapp, Parks and Recreation Director

Re: Special Events Permit Form

Date: October 13, 2016

Each year the number of outside groups the Parks and Recreation Department works with to host their special event in Village Park increases. The Department would like to institute the use of a Special Event Permit Form that has a number of questions that will better assist the staff to prepare for these rentals and therefore provide better customer service. Similar forms are used in a number of other communities. Included in your packets is the form from Middleton, Wisconsin.



Application for a Special Event Permit

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: recinfo@villagesussex.org

A Special Event is defined as any event with over 200 people in attendance. Reservations must be made six weeks in advance and are subject to an approval process.

ORGANIZATION INFORMATION - Answer all questions completely

Permit Fee \$25.00

Name of Organization: _____

Address: _____ City, State, Zip: _____

Website: _____ Tax Exempt Number (attach proof): _____

CONTACT INFORMATION

Event Contact Person: _____ Email: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Alternate Contact: _____ Email: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

EVENT INFORMATION - Answer all questions completely

Name of Event: _____

Date(s) of Event: _____

Event Hours: (include both your set-up time and clean up time) _____

FACILITIES THAT WILL BE USED DURING EVENT:

Park Open Air Shelters

- _____ \$100 Deposit Required
- _____ \$155 Village Park Lion's Open Air Shelter (Cap. 240)
- _____ \$55 Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80 Village Park North Open Air Shelter (Cap. 60)
- _____ \$55 Armory Park Open Air Shelter (Cap. 40)

Enclosed Facilities

- _____ \$100 Deposit Required
- _____ \$100 Village Park Lion's Building (Cap. 40)
- _____ \$50 Armory Concession Stand

Alcoholic Beverage Permit - see page 2 for details

- _____ \$15 Beer Permit Fee per day

Disc Golf & Softball - Tournaments and Leagues

- _____ \$400 Deposit Required for rental
- _____ \$100 Tournament/Closure for special event
- _____ \$25 League (3 hour period per facility per day)

Non-designated Field Rental/Open Space - Approval needed

- _____ \$100 Deposit Required for rental
- _____ \$25 Field Rental/Open Space (max of \$100)

Soccer Fields (3 hour period per rental)

- _____ \$100 Deposit Required for rental
- _____ \$25 Armory #1-6 _____ \$5 Armory #7

Baseball Diamonds (3 hour period per field)

- _____ \$100 Deposit Required for rental
- _____ \$10 Village Park #1 South
- _____ \$10 Village Park #2 Central
- _____ \$10 Village Park #3 North
- _____ \$10 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$10 Hardball Diamond
- _____ \$10 Armory Park #1
- _____ \$10 Armory Park #2
- _____ \$10 Armory Park #3
- _____ \$10 Armory Park #4 (T-ball/Little League)
- _____ \$15 Field Prep Per Diamond

Tennis Courts (fee per court)

- _____ \$10 Village Park #1
- _____ \$10 Village Park #2
- _____ \$10 Melinda Weaver #1
- _____ \$10 Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10 Village Park #1
- _____ \$10 Village Park #2
- _____ \$10 Armory Park #1

GENERALLY DESCRIBE YOUR EVENT AND ITS PURPOSE

Estimated Parking Needs: _____ **Estimated Attendance:** _____

ADDITIONAL INFORMATION - Special Event Permit

	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?				
Will there be outdoor amplified sound?			Auto radios, portable radios, television sets, band instruments, and any musical devices must be turned low at all times so as not to be heard from a distance beyond 20 feet from the instrument,	
Will alcohol be served or consumed?			\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold?			\$10 Picnic License, \$7 for each background	
Are you requesting any Village street(s) to be closed to traffic?			Prepare traffic control plan in conformance with Waukesha County Sheriffs Department.	
Will items or services be sold or given away at the event?			A State Sellers permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?			Must contact Diggers Hotline to have the area marked. Other lines may be required to be located by the Village Department of Public Works for a fee. Site plan may be required.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or			The food vendors need to be licensed through the state.	
Will there be any temporary electrical wiring used?			Use of electricity will be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?			Indicate in your plan of operations your anticipated refuse and recycling needs.	
Do you plan to provide portable toilets at your event?			Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events.	
Does this event involve banners/signage?			\$30 Temporary Sign Permit may be required.	
Do you have a site map and plan that includes information about security and emergency services?				
Will you be having any kind of animals, performances, or amusement rides?			Must provide a certificate of insurance listing Village of Sussex as other insured.	
Will there be a clear path of travel (min 18' wide) for emergency vehicles throughout your even venue?				
Are you requesting the use of traffic safety equipment, signs or barricades?				
TOTAL OF ADDITIONAL FEES				

Special Requirements

_____ \$15 Beer/Beverage Permit: Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. Checking this section on the Park/Facility Rental Permit will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this contract for signature. No other documents will be issued.

If applicable to this application, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months. Renters must comply with all relevant state statutes and municipal ordinances. The Village Clerk's office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition.

Birthdate _____ **Driver's License #** _____

_____ Indoor Restrooms: These restrooms are accessible from the outside of the building and are only available upon request. There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks. There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

_____ Electrical Use: Electricity is available in the rafters in the open air shelters and by the stage in the Lion's Open Air Shelter. Renter must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

What will electricity be used for? _____

_____ Inflatables: Inflatables are allowed in Village Park contingent on location approval by Village staff. Renter(s) must provide proof to the Community Center of homeowner's insurance naming the Village of Sussex as an additional insured. There is no charge for inflatables.

Inflatables location in park? _____

_____ Field Prep: Please explain the field preparation requirements for your group(s). Define base and pitcher mound distances requested for each group. Please state whether the field preparation requests are for games or practices. If special preparation is needed for an event, there may be a charge for time and materials. Fees will be incorporated into a final agreement. Please provide specifics: _____

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex, as stated on page three and four of this document. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. Upon approval, a permit will be issued to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Individuals must be a least 18 years of age to request a rental permit.

Renter's Signature

Renter's Name (please print)

Date

Payment Method
(Check all that apply.)

_____ Checks Payable to:
Village of Sussex

_____ Cash
_____ Gift Certificate
_____ Credit Card

If for any reason payment is returned as "not payable" a service fee of \$30 is charged for each returned submission. Full payment plus accrued service fees must be paid in full to become registered.

Required Information for Credit Card Transactions (write legibly)

Circle One: Visa MasterCard Discover American Express **Total Amount: \$** _____

Card #: _____ **Expiration Date:** _____

Entire **name is it appears on the credit card** (please print legibly):

I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.

Signature (REQUIRED): _____

(This portion of the form will be destroyed after transaction is complete.)

General Rental Regulations

RESERVATIONS

All organized groups shall reserve a field/court before utilizing Village of Sussex facilities. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability unorganized groups must reserve the facility.

FEES & DEPOSITS

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of facilities. Non-profit and fund raising events are required to pay fees just like all other groups. Water available from an outside faucet at the Lion's Building and the Lion's Den only. Fees may be invoice at the discretion of the Village, depend on the type, size and duration of the event.

LIMITS TO RESERVATION TIME

- All parks close at 9 pm with the exception of Village Park and Armory Park which close at 11 pm. Our indoor facilities can be rented until 11 pm.
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a refund will be given.
- Tenants of the Civic Campus building (i.e. SOS, Historical Society, Chamber of Commerce) will have free use of the first floor meeting room and second floor conference room.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.
- To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through contract.

LIMITS ON USE OF FACILITIES

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park/Facility Rental Request process.
- Smoking is prohibited inside all Village public buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers, as to not litter.
- There will be no parking on the grass or vehicles driven on the grass; unless otherwise agreed upon.
- Groups of young people under 18 are required to have the rental contract signed by a sponsoring adult who must be present during the rental. Additional security may be required and would be a cost incurred by the renter.
- The Village is not responsible for private equipment or material used in a Village of Sussex facility.
- All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacle.
- Charcoal must be properly disposed of in the labeled containers.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is

General Rental Regulations

HOW TO APPLY

Make your reservation online by clicking on the link on the Village of Sussex webpage at www.villagesussex.org to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Parks and Recreation Department. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for the months of January - March for enclosed facilities will be accepted the first working day in November. All other reservations can be made starting the first working day in January. Requests to hold large reoccurring special events or weddings may be submitted prior to the first working day in January, however no earlier than two years prior to the event date. These events may need approval from the Park and Recreation Board. All rental fees include Wisconsin sales tax (where applicable).

KEY & DEPOSIT REFUND POLICY: Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 30 days after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key and staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Civic Center the next business day during the hours of 8:00 a.m. - 5:00 p.m. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

CANCELLATION POLICY: Cancellations will be issued ONLY if the department is notified in writing **30 days or more** prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Parks and Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible, arrangements can be made for another date. Rain cancellations can be rescheduled at no cost. All Village activities (i.e. youth sports, special events, special board meetings) supersede any outside reservation. All reservations are subject to review.

RETURNED CHECKS: Checks written and returned as not payable will be charged \$30 for each returned submission. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned checks and pays the accrued service charges in full.

TAX EXEMPT: If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the final signed contract. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

FACILITY PROBLEMS

Prior to the day's event, contact the Community Center at 262-246-6447. If the problem occurs the day of the event, please call the **Village's on-call employee immediately at 414-587-1965.**

SET-UP & CLEAN-UP

The responsibility for set-up and clean-up is assumed by the group using the facility for all locations with the exception of an evening Board Room rental. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.
- Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate dumpsters that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up and mop/vacuum any stains or spills. Janitorial supplies are available for use (sink, paper towels, broom, mop, etc.)

ORDINANCE NO. _____

AN ORDINANCE TO CREATE
SUB SECTION 17.0416(A)(3)(d) REGARDING RELIGIOUS FACILITIES
IN THE B-1 NEIGHBORHOOD BUSINESS DISTRICT PERMITTED USES
OF THE VILLAGE OF SUSSEX MUNICIPAL CODE.

WHEREAS, the Village of Sussex Plan Commission has initiated a zoning code amendment to the Village of Sussex Chapter 17 Zoning Code Section 17.0416 to create Sub Section 17.0416 (A)(3)(d) regarding Religious Facilities in the B-1 Neighborhood Business District Permitted Uses; and

WHEREAS, upon receipt of the Village Plan Commission's recommendation, the Village Board held a public hearing on _____, 2016, as required by Section 17.1305 of the Village of Sussex Zoning Ordinance, after providing due notice as required by Section 17.1400 of the Village of Sussex Zoning Ordinance; and

WHEREAS, following the public hearing, and upon due consideration of the recommendation from the Plan Commission, the Village Board finds that the public necessity, convenience, welfare and good zoning practice requires that the amendment to the zoning ordinance be granted as recommended by the Plan Commission;

WHEREAS, the Village Board Members are committed to aligning the Village of Sussex Zoning Code with opportunities to support growth that meet current needs without jeopardizing public safety or welfare.

NOW, THEREFORE, the Village Board of the Village of Sussex, Waukesha County, Wisconsin, do ordain as follows:

SECTION 1. Sub Section 17.0416 (A)(3)(d) regarding Religious Facilities as a permitted use under (3) Educational, Health Services, and Social Services in the B-1 Neighborhood Highway Business District is hereby created to read as follows:

(d) Religious Facilities

SECTION 2. SEVERABILITY

The several sections of this Ordinance are declared to be severable. If any section or portion thereof shall be declared by a decision of the court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and not affect the validity of all other provisions, sections or portions thereof the ordinance which shall remain in full force and effect. Any other ordinances are hereby repealed as to those terms that conflict.

SECTION 3. EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this _____ day of _____, 2016

VILLAGE OF SUSSEX

Gregory L. Goetz, Village President

ATTEST:

Casen J. Griffiths, Village Clerk-Treasurer

Published and/or posted this _____ day of _____, 2016



**Sussex Sled Bugs
Snowmobile Club, Inc.**

P.O. Box 222
Sussex, WI 53089-0222

September 7, 2016

Public Safety & Welfare Committee
% Village of Sussex
Attention: Jeremy Smith, Administrator
N64 W23760 Main Street
Sussex, WI 53089

RE: *Public Safety & Welfare Committee Meeting - October 18, 2016, 6:00 PM*

Dear Jeremy:

The **Sussex Sled Bugs Snowmobile Club, Inc.** would appreciate being on the agenda, for the above referenced meeting. Club representatives will plan to attend the Public Safety & Welfare Committee meeting on Tuesday, October 18, to meet the current Committee members and to answer any questions they might have.

We will send a copy of our Certificate of Liability Insurance to the Village when received from our agent.

The desired sections of property for the 2016-2017 snowmobile season remain the same properties that we were granted for use, in the 2015-2016 season.

If you have any questions or need any other information, please call me, (262) 617-1137.

Sincerely,

SUSSEX SLED BUGS SNOWMOBILE CLUB, INC.

Karen Jeras, Secretary

cc: Jerry Fink, Trail Coordinator
Kevin Sonnemann, Trail Master
Roger Salyers, President

Village of Sussex – Sled Bug Trails 2016 - 2017

