



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 HEARINGS
TUESDAY, NOVEMBER 22, 2016
SUSSEX CIVIC CAMPUS – BOARD ROOM 2nd 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 Village Board meeting held on November 8, 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.
 - 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 subsection 17.0506(A)(8)(d) Fitness Center in the M-1 District as a Conditional Use of the Village of Sussex Zoning Code.
 - 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.
 - A. Recommendation and possible action on Resolution Adopting the 2017 Budget of the Village of Sussex, its Utilities and special funds, and levying property taxes, and directing implementation for the same including directing the Clerk to not place certain debt on the tax levy, and the Administrator to implement the personnel, policy, and programs of the budget, and adopting the Municipal Court Budget.
 - B. Recommendation and possible action on Resolution implementing the various fee changes for 2017 included as part of the 2017 budget.
 - C. Recommendation and possible action on Ordinance to recreate Sub Section 14.08(3)(c) and to recreate the definition of “Equivalent Run-off Unit” (REC) in Section 14.800 entitled Definitions of Chapter 14 entitled Stormwater Management of the Village of Sussex.
9. New Business.
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 and under Wis. Stats. 19.85(1)(e) when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session with respect the to the Town of Lisbon’s request for the transfer of sewer capacity which the Village owns in the Lannon Sewer Interceptor.
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 November 22, 2016 at 7:00 P. M. at the Sussex Civic Campus, N64W23760 Main Street, Sussex to hear comments from citizens on an ordinance to create Sub Section 17.0506(A)(8)(d) regarding Fitness Center in the M-1 District in Section 17.0500 entitled Conditional Uses of the Zoning Code of the Village of Sussex.

A copy of the proposed ordinance is available for review at the Sussex Civic Campus, 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: 11/3 & 11/10

VILLAGE OF SUSSEX
NOTICE OF PUBLIC HEARING REGARDING 2017 BUDGET

On November 22, 2016 at 7:00 P.M., the Village Board of the Village of Sussex will hold a public hearing for the purpose of hearing the comments of any citizens related to the proposed Village budget for 2017. A summary of the proposed budget is published herewith. The detailed proposed budget is available for inspection at the Village Hall, N64W23760 Main Street between 8:00 A.M. and 5:00 P.M., Monday through Friday and on the Village website (www.villagesussex.org). This public hearing will be held in the second floor of the Civic Center.

GENERAL FUND BUDGET SUMMARY	BUDGET 2016	2017 PROPOSAL	PERCENTAGE CHANGE
REVENUES:			
Taxes - Property	6,304,775	6,821,772	8.20%
Taxes - Other	405,000	413,953	2.21%
Intergovernmental Revenues	733,576	728,857	-0.64%
Licenses & Permits	202,545	215,020	6.16%
Fines, Forfeitures & Penalty	353,800	353,600	-0.06%
Public Charges for Services	476,314	560,910	17.76%
Special Charges - Garbage	324,875	340,460	4.80%
Commercial Revenues	207,725	249,825	20.27%
Miscellaneous/Other Revenues	<u>29,500</u>	<u>36,100</u>	22.37%
Total Revenues:	9,038,110	9,720,497	7.55%
Transfers from Other Funds:	3,500	3,500	0.00%
Use of Surplus/Designated Funds	<u>869,479</u>	<u>672,000</u>	-22.71%
TOTAL REVENUES:	<u>9,911,089</u>	<u>10,395,997</u>	4.89%
EXPENDITURES:			
General Government	733,694	689,481	-6.03%
Public Safety	2,943,831	3,188,704	8.32%
Health & Sanitation	425,854	425,453	-0.09%
Operations (streets and engineering)	796,693	859,178	7.84%
Library	627,734	690,947	10.07%
Parks, Recreation & Cultural Services	863,765	952,803	10.31%
Capital Outlay	<u>868,402</u>	<u>1,118,417</u>	28.79%
Total Expenditures:	7,259,973	7,924,983	9.16%
Transfers to Other Funds:	<u>2,651,116</u>	<u>2,471,014</u>	-6.79%
TOTAL EXPENDITURES:	<u>9,911,089</u>	<u>10,395,997</u>	4.89%

Projected Fund Balances - Estimates for Informational Purposes Only

	Estimated Fund Balance 1/1/17	2017 Revenues	2017 Expenditures	Estimated Fund Balance 12/31/17	Property Taxes
General Fund	4,530,825	10,360,997	9,803,440	5,088,382	4,960,195
Library Impact Fees	66,429	74,880	-	141,309	-
Park Trust Fund	48,793	-	48,793	-	-
Park Impact Fees Fund	207,954	217,755	359,207	66,502	-
Recreation Scholarship Fund	17,980	10,100	7,300	20,780	-
Cemetery Fund	12,672	9,300	11,913	10,059	-
Revolving Loan Fund	154,670	1,140	228	155,582	-
Debt Service Funds	269,360	2,286,397	2,284,167	271,590	1,861,577
Capital Projects Fund	175,000	5,072,520	5,072,520	175,000	-
Tax Incremental Financing District	(2,661,369)	1,323,205	1,049,656	(2,387,820)	322,425
Water Utility*	16,279,975	2,060,423	2,142,070	16,198,328	-
Sewer Utility*	26,025,799	2,027,832	2,267,598	25,786,033	-
Community Development Authority*	483,085	700	5,000	478,785	-
Stormwater Utility*	<u>9,938,467</u>	<u>527,311</u>	<u>436,730</u>	<u>10,029,048</u>	<u>-</u>
Totals	<u>55,549,640</u>	<u>23,972,560</u>	<u>23,488,622</u>	<u>56,033,578</u>	<u>7,144,197</u>

*Net assets, not available cash

The Village's outstanding general obligation debt at December 31, 2016 is projected to be \$33,447,692. The public is encouraged to provide written and/or oral comments and questions on the proposed budget.

Please take notice that the annual payment for Refuse and Recycling for 2017 is established at \$117.40 per single family unit. It is imposed on single family homes and duplexes. The total charge is intended to defray the cost of providing garbage service to those Village residences for 2017. This charge will be automatically added as a line item on your 2016 property tax bill as a "special charge" for services unless paid prior to 11/22/2016.

Published by order of the Village Board of the Village of Sussex.

Casen Griffiths

Clerk-Treasurer

Publish: Community NOW, Northwest, November 3, 2016. Proof of publication required.

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 November 22, 2016 at 7:00 P. M. at the Sussex Civic Campus, N64W23760 Main Street, Sussex to hear comments from citizens on an ordinance to recreate Sub Section 14.08(3)(c) and to recreate the definition of "Equivalent Run-off Unit" (REC) in Section 14.800 entitled Definitions of Chapter 14 entitled Stormwater Management of the Village of Sussex.

A copy of the proposed ordinance is available for review at the Sussex Civic Campus, 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: 11/3 & 11/10

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Village Board Meeting of November 8, 2016

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

Members present: Bob Zarzynski, Wendy Stallings, Pat Tetzlaff, Tim Dietrich, Matt Carran, Lee Uecker and Greg Goetz.

Trustees excused: None

Others present: Administrator Jeremy Smith, Assistant Administrator Melissa Weiss and members of the public and press.

A motion by Stallings, seconded by Tetzlaff to approve the minutes of the Public Hearing and the Village Board meeting held on October 25, 2016. Motion carried.

President Goetz reported that the Senior Citizen Advisory Committee meets at 4:00 pm Tuesday, November 15, followed by the Park and Recreation Board at 6:30 pm, both in the Committee Room at the Sussex Civic Center. The Pauline Haass Library Board meets at 6:30 pm on Wednesday, October 16 in the Quad Graphics Room at the Library. The Plan Commission meets at 6:30 pm Thursday, November 17 in the Board Room at the Sussex Civic Center.

A motion by Zarzynski, seconded by Tetzlaff to approved the October Check Registers and P-card statement in the amount of \$4,229,983.01. Motion carried.

A motion by Zarzynski, seconded by Carren to deny an Operator's License for Sharon Porter and Sierra Myers for failure to complete the licensing process. Motion carried.

Trustee Zarzynski recused himself from the following agenda item due to a possible conflict of interest.

A motion by Goetz, seconded Carren to accept the Third Quarter Investment Report. Motion carried.

Trustee Zarzynski rejoined the meeting.

A motion by Dietrich, seconded by Uecker to approve Public Works bills for payment in the amount of \$1,606,564.53. Motion carried.

A motion by Dietrich, seconded by Stallings to deny installing a 3-way stop sign at the intersection of Field Drive and Braddock Place due to failure to meet MTUCD guidelines. Motion carried.

Mrs. Weiss reported that staff is hiring for five positions. Staff is finalizing construction activities on Main Street and the Civic Campus projects. Preparations have begun on radium treatment and phase II of the Main Street Project. Mr. Smith reported that the Main Street contractor will return in the spring to complete restoration and additional work.

Comments from Citizens Present:

Brian Teerlinck, W225N7242 Edgewood Lane, stated that the stormwater pond is not fully draining. Six inches to a foot of water is sitting within the grass. Previous owner understood the options, but he wants to understand them.

Mr. Teerlinck, a Boy Scout leader, announced that he will have a need for Eagle Scout projects.

Old Business: None

New Business: None

A motion by Zarzynski, seconded by Stallings to adjourn the meeting at 7:14 pm.

Motion carried.

Respectfully Submitted,

Melissa Weiss
Asst. Village Administrator



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Sussex, Wisconsin 53089
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MEMORANDUM

To: Village Board
From: Casey Griffiths, Administrative Services Director
Re: Village Board Meeting-November 22, 2016
Date: November 3, 2016

We have three public hearings that will be held prior to the Regular Village Board meeting. The first public hearing is regarding an ordinance to recreate the definition of Equivalent Run-off (REC) for stormwater management. The second public hearing is regarding an amendment to an ordinance to allow Fitness Centers in the M-1 Zoning District. The final public hearing is for the proposed 2017 Budget. More details for each of these items are discussed in the memo.

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

5. E. The Plan Commission recommends approval of an Ordinance to create subsection 17.0506(A)(8)(d) Fitness Center in the M-1 District as a Conditional Use of the Village of Sussex Zoning Code. A petition has been submitted to amend Ordinance Section 17.0506(A)(8) entitled General Services and Section 17.0500 entitled Conditional Uses to allow for fitness centers in the M-1 zoning district. The petitioner would like to rent space at W227N6193 Sussex Road in a multi-tenant building in the Industrial Park to operate a Cross-Fit gym. The proposed change to the code would only allow fitness centers in the M-1 District as a conditional use. As a conditional use, this will allow the Plan Commission to place conditions within the Conditional Use permit. Please see the enclosed ordinance for more information.

8.A. Staff recommends approval of the Resolution Adopting the 2017 Budget of the Village of Sussex, its Utilities and special funds, and levying property taxes, and directing implementation for the same including directing the Clerk to no place certain debt on the tax levy and the Administrator to implement the personnel, policy and program of the budget, and adopting the Municipal Court Budget. The budget has been discussed over the course of several meetings. The 2017 budget emphasizes maintaining the quality of life of a growing community, managing economic growth, infrastructure needs, and continuing to place an emphasis on long term financial stability. Highlights of the budget include the addition of a new plow route, the phase of pay for on-call fire duty crews, the addition of a full-time Fire Chief, the phasing in of an additional police shift, funding for capital projects and the addition of a fulltime library staff. Please see the enclosed Resolution, budgets, and various information provided during the budget process for more information. Staff will go through the budget in the public hearing and cover the resolution that implement that budget at the meeting as well.

8.B. Staff recommends approval of the Resolution implementing the various fee changes for 2017 included as part of the 2017 Budget. During budget meetings, the Village Board recommended changes to various fees. Sewer fee changes will become effective on July 1, 2017. Stormwater rates will increase over the next three years, with the first rate change becoming effective on July 1, 2017. Fees for garbage and the Village's cemetery will become effective on January 1, 2017.

Staff wants to clearly denote the cemetery changes were not discussed during the budget process and can be pulled by the Village Board if there are concerns. Recently Kon's who does the grave digging and burial process gave notice to us they were raising their fees in 2017, the adjustments in the fee resolution are to accommodate those increases from Kons. The Village charges residents the exact cost that Kon's charges for those service so this change would be in keeping with that policy. Staff placed the cemetery changes with this resolution to streamline the process rather than have an additional resolution next month, but that portion can be taken to the Board meeting in December if deemed appropriate. Please see the enclosed resolution for more information.

8.C. Staff recommends approval of an Ordinance to recreate Sub Section 14.08(3)(c) and to create the definition of "Equivalent Run-off Unit (REC) in Section 14.800 entitled Definition of Chapter 14 entitled Stormwater Management of the Village of Sussex. The change in the ordinance is to coincide with the recommended changes that were proposed regarding Stormwater Utility Fees. The proposed change is an adjustment to the Equivalent Run-Off Unit (ERU) which reflects the larger impervious surface averages that are now in the Village. The adjustment was also necessary to address other types of stormwater utility users in the Village. The new ERU area will be 5,059 sq. ft. (from 3,897 sq. ft.) which is approximately the statistical average of the impervious surface of one single family home. Additionally, duplexes will now be billed at a rate of 0.505 ERU from .75 ERU after recalibration with the new ERU calculation. Please see the enclosed Ordinance for more information.

11. We will be going into closed session to regarding the Town of Lisbon's request for the transfer of sewer capacity which the Village owns in the Lannon Sewer Interceptor.

ORDINANCE NO. _____

AN ORDINANCE TO CREATE
SUB SECTION 17.0506(A)(8)(d) FITNESS CENTER IN THE M-1 DISTRICT
IN SECTION 17.0500 ENTITLED CONDITIONAL 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 17.0506 to create Sub Section 17.0506(A)(8)(d) Fitness center in the M-1 district, in Section 17.0500 Entitled Conditional 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. Section 17.0500 entitled Conditional Uses to create Sub Section 17.0506 (A)(8)(d) is hereby created to read as follows:

(d) Fitness center in the M-1 district.

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 of 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

RESOLUTION #16-_____

WHEREAS: The Village Administrator, as required by the Village Code, has prepared and submitted to the Village Board a proposed budget for all departments of the Village for fiscal year 2017 and

WHEREAS: The Village Board has, at budget work sessions, amended such budget and authorized a public hearing to be held on such budget, and

WHEREAS: A public hearing was held after proper notice on November 22, 2016 at 7:00 P.M., and

WHEREAS: Following the public hearing the Village Board wishes to adopt a budget for fiscal year 2017; and

WHEREAS: The Village of Sussex has the following General Obligation principal and interest payments due during fiscal year 2017:

1.	2008	General Obligation Refunding Bonds	\$ 268,594
2.	2008	General Obligation Promissory Notes	\$ 314,744
3.	2010	General Obligation Promissory Notes	\$ 571,200
4.	2010	General Obligation Corporate Purpose Bonds	\$ 252,525
5.	2013	General Obligation Refunding Bonds	\$ 161,640
6.	2013	General Obligation Corporate Purpose Bonds	\$ 230,973
7.	2013	General Obligation Community Development Bonds	\$ 158,888
8.	2014	General Obligation Promissory Notes	\$ 4,616
9.	2015	General Obligation Promissory Notes - Series A	\$ 315,958
10.	2015	General Obligation Promissory Notes - Series C	\$ 251,480
11.	2015	General Obligation Refunding Bonds - Series F	\$ 233,338
12.	2016	General Obligation Promissory Notes - Series A	\$ 32,100
13.	2016	General Obligation Street Improvement Bonds - Series B	\$ 118,100
14.	2016	General Obligation Promissory Notes - Series D	\$ 57,052

WHEREAS: The Village has sufficient funds on hand or can reasonably anticipate the receipt of sufficient funds to make the principal and interest payments as required for portions of the above listed debt, and

WHEREAS: The Village Board wants to see its policies, directives, and programs carried out as efficiently as possible so directs the Village Administrator, and Village Clerk to implement the initiatives and services called for within the 2017 budget; and

WHEREAS: The Village is a member of Multi-jurisdictional Municipal Court through an intergovernmental agreement. Said Court currently operates within the court fees raised leading to no direct charge to the municipalities for its operations, but the Municipal Court budget must be annually adopted by each community that is a member of the Court.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin, that:

1. The proposed General Fund, Debt Service Fund, Tax Increment Financing District Fund, CDA, Cemetery, Water, Sewer, and Stormwater Fund budgets for Fiscal Year 2017 as amended at the various work sessions are hereby adopted.
2. The General Fund budget includes funds to be placed into the Cash Capital/Depreciation

Fund for future equipment and facility replacement. This fund is part of the Village's strategic financial policy adopted with the intent to minimize borrowing and efficiently replace the Village's equipment and facilities and ensure payment over time by those who receive benefit from the equipment and facilities.

3. The Clerk-Treasurer is hereby authorized and directed to place upon the tax roll of the Village of Sussex a levy in the amount of \$6,821,772 in order to meet the cost of debt service and general operating expense, and the amount of \$318,485.44 for TIF expenses of the Village of Sussex for fiscal year 2017. The Village Clerk is further authorized and directed not to place on the 2016 tax roll a levy to meet the principal and interest payments for debt due in 2017 with other payment sources and the amount of levy necessary for debt without other payment sources is provided for in the general fund budget.
4. The Village Administrator is hereby authorized and directed to implement the personnel changes set forth in the budget including updating the Village of Sussex Personnel Handbook and its addendums and implementing salary and benefit adjustments for all employees, including the Paid on Call Fire Department staff, for 2017, not to exceed total funds budgeted for salaries and wages among all budgets. The Village Administrator is further authorized and directed to implement the services, programs, and policies outlined in the budget and as set forth in Exhibit A.
5. The Village Board accepts the Municipal Court Budget as presented and attached as Exhibit B.

Adopted this 22nd day of November, 2016.

Village President

ATTEST: _____
Clerk-Treasurer

Appendix A: Revision Date 1/2017

Title	Pay				
	Grade	Min	33%	66%	Max
Administrator	13	\$100,000	\$108,250	\$116,500	\$125,000
Assistant Administrator	12	\$91,700	\$95,815	\$99,931	\$104,171
Finance Director	11	\$81,200	\$86,224	\$91,249	\$96,425
Assistant DPW/Engineer	11				
Fire Chief	11				
Assistant DPW/Operations	10	\$76,125	\$81,149	\$86,174	\$91,350
Admin Svcs Director	10				
Park & Rec Director	9	\$65,975	\$70,999	\$76,024	\$81,200
Assistant Engineer	9				
Fire Inspector	8	\$61,200	\$65,120	\$69,041	\$73,080 *
Foreman	8				
Firefighter/Paramedic	7	\$44,660	\$49,391	\$54,121	\$58,995 **
PW Employee	7				
Assistant to Finance Dir	7				
Assistant to Development Di	7				
Deputy Park & Rec Dir	7				
Deputy Clerk	7				
Part Time Firefighter/Pmdc	6	\$34,957	\$40,176	\$45,396	\$50,774
Administrative Asst	5	\$32,470	\$36,158	\$39,845	\$43,645
Maintenance Tech	5				
EMT IV Tech	4	\$25,334	\$29,399	\$33,464	\$37,652
Senior Coordinator	4				
Special Events Coordinator	4				
Seasonal II	3	\$21,112	\$22,854	\$24,595	\$26,390
Site Supervisor	2	\$16,890	\$20,025	\$23,160	\$26,390
Seasonal	2				
Intern	1	As appropriate per project and educational background			
	*	Foremen with all DNR required sewer and water certifications have a max pay of \$75,080			
	**	PW Employee's with all DNR required water certifications have a max pay of \$59,495			
		PW Employee's with all DNR required water and sewer certifications have a max pay of \$59,995			

RESOLUTION NO. _____

RESOLUTION APPROVING MUNICIPAL COURT BUDGET

WHEREAS, the Intermunicipal Agreement for the operation of the Lake Country Municipal Court requires formation of an annual budget no later than the 1st day of September and approval of said budget by governing bodies of member municipalities; and

WHEREAS, the Court Administrative Committee, Court personnel and the Municipal Court Judge have formulated a budget for 2017 which has estimated revenues of \$333,427.00 and anticipated expenditures of \$333,427.00; and

WHEREAS, the Court Administrative Committee has, by formal action in November of 2010, created a budget stabilization fund in the amount of \$100,000.00 which has been used to advantage.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 2017 be approved.

DATED: _____

VILLAGE OF SUSSEX

By: _____
President

ATTEST:

Clerk

Percent
+/-
Budget
Increase

Acct #: Account Description:	2015 Actual	2016 YTD Eight Months	2016 Budget	2016 Estimated Year End	2017 Budget	
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Revenues:

1	4000 Court Fees	328,941	222,193	325,000	325,000	330,427	1.67%
3	4900 Interest Income	1,837	611	1,000	500	500	-50.00%
4	4300 Court Assessment	2,503	2,013	2,000	2,500	2,500	
	Transfer from Undesignated Fund			0	0	0	
5	4800 Miscellaneous Insurance Recoveries	3,202	100	0	0	0	
7	Total Revenues	336,483	224,918	328,000	328,000	333,427	1.65%

9	Total Assets	556,147	0	0	0	0	
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11	Total Liabilities	106,995	0	0	0	0	
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13	Deferred Inflow of Resources (Stark)	10,870	0	0	0	0	
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13	Total Fund Balance	438,282	0	0	0	0	
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15	Total Fund Balance & Liabilities	556,147	0	0	0	0	
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Expenditures:

19	Wages & Benefits	255,644	156,359	246,495	246,145	254,362	3.19%
20	Purchased Services	41,849	21,094	40,703	33,104	36,600	-10.08%
21	Operating Supplies & Expenses	13,806	8,965	15,430	11,519	14,620	-5.25%
22	Fixed Charges	27,330	20,375	28,525	26,825	27,845	-2.38%
23	Capital Outlay	0	1,510	0	2,276	0	#DIV/0!
	Restitution	0	0	0	0	0	
25	Bad Debt	10,144	0	0	0	0	
26	Total Expenditures:	348,773	208,302	331,153	319,869	333,427	0.69%

28	Total Surplus/Deficit	-12,290	16,616	-3,153	8,131	0	
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Acct #: Account Description:	2015 Actual	2016 YTD Eight Months	2016 Budget	2016 Estimated Year End	2017 Budget	
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Percent
+/-
Budget
Increase

35	5000 Full Time Salaries	111,233	71,664	113,745	113,745	117,074	2.93%
36	Clerk of Courts						
37	Deputy Clerk of Courts						
38	5010 Assistant Clerks	34,696	15,564	23,240	23,240	28,080	20.83%
39	Clerk Salaries - Overtime						
40	5015 Part Time Judge	41,827	26,603	41,667	41,667	42,667	2.40%
	Bailiff Services	3,687	2,181	4,200	4,000	4,200	0.00%
41	5030 Employer FICA	13,385	8,113	13,667	13,667	14,368	5.13%
42	5040 Retirement-EE-ER	13,249	6,766	12,826	12,826	10,862	-15.31%
43	5050 Health	37,226	24,962	36,700	36,700	36,531	-0.46%
44	5060 Long Term Disability Ins.			0			
45	5070 Life Insurance	341	285	300	300	430	43.33%
	Unemployment Benefits		220				
	Substitute Judge	0		150	0	150	0.00%
46	TOTAL:	255,644	156,359	246,495	246,145	254,362	3.19%

Acct #: Account Description:		2015 Actual	2016 YTD Eight Months	2016 Budget	2016 Estimated Year End	2017 Budget	Percent +/- Budget Increase
56	PURCHASED SERVICES:						
57							
58	5400 Professional/Outside Services	1,854	891	2,000	891	2,000	0.00%
59	5405 Accounting	7,185	5,180	7,440	7,440	7,800	4.84%
60	5410 Auditor	7,350		7,450	7,450	7,700	3.36%
61	5415 Professional Services			0		0	
61	5415 Legal Services	7,586	156	6,000	500	1,000	
62	5420 Computer Consultant		1,950	3,000	2,500	3,000	0.00%
63	5425 Court Software Support	13,600	9,593	9,593	9,593	9,880	2.99%
64	5550 Telephone	2,518	1,784	3,000	2,660	3,000	0.00%
	Internet/Web	180	135	270	270	270	0.00%
65	5500 Repair/Maint. Contracts Equip.	1,576	1,405	1,800	1,800	1,800	0.00%
66	5540 Substitute Judge	0		150		150	0.00%
67	Total:	41,849	21,094	40,703	33,104	36,600	-10.08%
69	OPERATING SUPPLIES & EQUIPMENT						
70	5250 Office Supplies/Printing	7,362	3,758	6,000	5,700	6,000	0.00%
71	5300 Postage	4,997	3,983	5,000	3,983	5,000	0.00%
72	5350 Newspaper Publishing		100	1,000	100	100	-90.00%
73	5200 Memberships	960	900	880	900	1,000	13.64%
74	5160 Books & Publications	0		150	0	150	0.00%
	Shredding	163			0	170	
	Printing			0	0		
	Miscellaneous	50		200		200	0.00%
75	5600 Training & Travel	274	224	2,200	836	2,000	-9.09%
76	Total:	13,806	8,965	15,430	11,519	14,620	-5.25%
78	FIXED CHARGES						
79	5100 Insurance and Bonds						
80	5105 Workman's Comp	680	748	800	748	800	0.00%
81	5120 Public Officials Ins.	210	292	650	inc	inc	
	Property Insurance Coverage	0		0	100	100	
82	5125 Advertising		314	500	0	0	
83	5130 G Liability Ins./ Hired & non-owned l	3,188	3,154	2,750	2,152	2,400	-12.73%
84	5140 Bonds					250	
85	5150 Bank Charges	279	233	350	375	375	7.14%
	Erroneous Interest Charged	0	0	25	0	0	
86	5475 Equipment Lease						
87	5450 Rent	22,973	15,633	23,450	23,450	23,920	2.00%
	Total:	27,330	20,375	28,525	26,825	27,845	-2.38%
90	CAPITAL OUTLAY						
91	8000 Capital Equipment		1,510	0		0	#DIV/0!
92	Total:	0	1,510	0	0	0	#DIV/0!

Salary:		2017		Retirement	Retirement
		Salary	FICA	Employee	Employer
Pam	2.50%	61,464	4,702	4,180	4,180
Terri	3.50%	54,110	4,139	3,679	3,679
Terri	Insurance stipend	1,500	115	102	102
Kathy	15.00 Hour 18 hrs Wk	14,040	1,074	0	0
Kelly	15.00 Hour 18 hrs Wk	<u>14,040</u>	<u>1,074</u>	<u>0</u>	<u>0</u>
		145,154	11,104	7,961	7,961
Judge		<u>42,667</u>	<u>3,264</u>	<u>2,901</u>	<u>2,901</u>
		187,821	14,368	10,862	10,862

Salary:		2016		Retirement	Retirement
		Salary	FICA	Employee	Employer
Pam		59,965	4,587	4,198	4,198
Terri		52,280	3,999	3,660	3,660
Terri	Insurance stipend	1,500	115	105	105
Kathy	14.50 Hour	11,092	849	776	776
Kelly	14.50 Hour	<u>9,309</u>	<u>712</u>		
		134,146	10,262	8,739	8,739
Judge		<u>41,667</u>	<u>3,188</u>	<u>3,238</u>	<u>3,238</u>
		175,813	13,450	11,976	11,976

2017		Employee	Employer
Health Insurance:		Contribution	Contribution
Pam Health	18,753	2,250.37	16,502.75
Pam Dental	1,142	137.04	1,004.96
Terri Health	7,618	914.11	6,703.49
Terri Dental	423	50.76	372.24
Judge Health	18,753	9,376.56	9,376.6
Judge Dental	<u>1,142</u>	<u>571.00</u>	<u>571.00</u>
	47,831	13,299.85	34,530.99
Deductable Cost:	1000, 500, 500		<u>2,000.00</u>
			36,530.99

2016		Employee	Employer
Health Insurance:		Contribution	Contribution
Pam Health	18,884	2,266.13	16,618.27
Pam Dental	1,142	137.00	1,004.68
Terri Health	7,596	911.52	6,684.48
Terri Dental	423	50.73	372.03
Judge Health	18,884	9,442.20	9,442.2
Judge Dental	<u>1,142</u>	<u>571.00</u>	<u>571.00</u>
	48,071	13,378.58	34,692.66
Deductable Cost:	1000, 500, 500		<u>2,000.00</u>
			36,692.66

RESOLUTION NO. 16-_____

WHEREAS: The Village Board has adopted the 2017 budgets including the General and Cemetery Fund Budgets, Water, Sewer, and Stormwater Utility Budgets and

WHEREAS: As part of the 2017 adopted budget the Village Board recommended adjustment of certain fees to reflect the cost increases realized by the Village over the past number of years for providing said services, and

WHEREAS: This resolution implements those fee adjustments for various services provided by the Village in keeping with the Village Board's adopted budget, and

WHEREAS: These fee adjustments are related to the cost of providing service and are equal to or in most cases less than the actual cost of providing said service.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin, that:

1. The following sewer charges and permit fees are hereby established as follows:

Reference	Description	Current Fee	New Fee	Effect. Date
13.06(1) & (2)	Volumetric Charge	\$4.92/1,000 Gal.	\$4.97/1,000 Gal. *	7/1/2017
	Service Charge	\$77.66/Yr./Conn.	\$78.44/Yr./Conn. *	7/1/2017
	LSD#1 Volumetric Charge	\$4.09/1,000 Gal.	\$4.13/1,000 Gal.	7/1/2017
	LSD#1 Willow Spring Vol. Chrg.	\$3.43/1,000 Gal.	\$3.46/1,000 Gal.	7/1/2017
	Lannon Volumetric Charge	\$1.97/1,000 Gal.	\$1.99/1,000 Gal.	7/1/2017
	Meno.Falls Volumetric Charge	\$1.97/1,000 Gal.	\$1.99/1,000 Gal.	7/1/2017
	Lisbon Volumetric Charge	Charge not set	Charge not set	Unchanged
	Richmond School/Lisbon FD Vol. Charge	\$4.71,000 Gal.	\$4.76/1,000 Gal.	7/1/2017
13.06(4)	Industrial & Commercial Non Domestic Waste Water Surcharge	BOD \$0.75/lb. TSS \$0.59/lb. P \$9.75/lb. TKN \$0.55/lb.	BOD varies/lb. ** TSS \$0.59/lb. P \$9.75/lb. TKN \$0.55/lb.	10/1/2016 (Billed in January, 2017)
13.06(6)	Septage Charges	Holding \$7.25 + \$2.00 Lab. Costs = \$9.25/1,000 gal.	Holding \$7.25 + \$2.00 Lab. Costs = \$9.25/1,000 gal.	Unchanged
		Septage \$76.92 + \$1.41 Lab. Costs = \$78.33/1,000 gal. Failed Septic \$20/1,000 <180days	Septage \$76.92 + \$1.41 Lab. Costs = \$78.33/1,000 gal. Failed Septic \$20/1,000 <180days	Unchanged
13.05(10)(b)	Annual Non Refundable Disposal Permit Fee	\$100.00	\$100.00	Unchanged
13.06(8)	Special Charges	Laboratory Tests BOD \$15.00 TSS \$7.00 pH \$2.00	Laboratory Tests BOD \$15.00 TSS \$7.00 pH \$2.00	Unchanged

* Hamilton School District and Seven Stones Subdivision have the same Volumetric Charge and Service Charge as the rest of the Village.

** Rate varies per report prepared by Ruekert & Mielke dated July 18, 2016

2. The following garbage charges were announced with the Official Notice of the Budget Public Hearing, and were made part of the 2017 adopted budget, and are established as follows:

- A. Garbage costs shall be billed at \$117.40 per unit for 2017. Duplexes are considered two units. The Village does not collect garbage through its contract with the garbage and recycling vendor from residential units larger than two families nor from commercial, institutional, industrial, or other uses. Residences on private roads or in condo developments are also not part of the garbage/recycling contract.

The Village does provide other recycling/garbage services outside of the regular weekly garbage/recycling vendor provided services. Said services are paid for through general fund taxes and or separate fees and each service has separate rules as it relates to who may participate or who is provided said service (resident, business, etc.) based upon the nature of the service and or service partners.

3. The following cemetery fees are established as follows:

Description	Current Fee	New Fee	Effective Date
Cemetery Grave Space-Resident	\$500.00	\$550.00	1/1/2017
Cemetery Grave Space-Non Resident	\$625.00	\$675.00	1/1/2017
Full Burial-Resident	\$750.00	\$800.00	1/1/2017
Full Burial-Non Resident	\$925.00	\$1,000.00	1/1/2017

4. Fees for special assessment information shall be increased from \$75 to \$100 for the regular request and from \$115 to \$125 for a rush request.
5. Dog licenses for 2017 shall be increased by \$5. Unspayed or unneutered increase to \$20 and spayed or neutered increase to \$15. The late fee remains at \$5 after March 31.
6. Based upon the study of Stormwater rates, the following rate increases will take place for the next several years:

Description	Current Fee	Effective 7/1/2017	Effective 1/1/2018	Effective 1/1/2019
Quarterly Fixed Fee	\$0.00	\$2.28	\$3.42	\$4.56
Quarterly Fee per ERU-No Credit	\$15.00	\$19.69	\$20.69	\$21.7
Quarterly Fee per ERU-With Credit	\$7.65	\$10.44	\$10.79	\$11.14
Quarterly Fee per 1.1 ERU (previously 1.4 ERU)	\$21.00	\$21.66	\$22.76	\$23.87

7. The above rates shall remain in effect until superceded by a new resolution and unless otherwise stated are effective January 1, 2017.

8. The Village Clerk is hereby authorized and directed to administratively implement these changes in all fee schedules, and for billing, collection, and financial record keeping purposes.

Adopted _____

Village President

ATTEST: _____
Clerk-Treasurer

ORDINANCE NO. _____

AN ORDINANCE TO RECREATE SUBSECTION 14.08(3)(c) AND TO RECREATE THE DEFINITION OF "EQUIVALENT RUN-OFF UNIT" (ERU) IN SECTION 14.800 ENTITLED "DEFINITIONS" OF CHAPTER 14 ENTITLED STORMWATER MANAGEMENT OF THE SUSSEX MUNICIPAL CODE.

WHEREAS, The Village Board after a decade of operation of the Stormwater Utility reanalyzed the Stormwater Utility rates, and the underlying data for the same, and

WHEREAS, this review is part of the Village Board's diligent and systematic review of all fees and charges, especially utility operations, and

WHEREAS, the review of the stormwater utility rate structure realized that significant changes had occurred to single family home and impervious sizes as the community grew through the last decade, and

WHEREAS, this new data required an adjustment in the ERU value to reflect the larger impervious averages found in the Village and to properly address other types of users in relationship to the larger single family impervious areas for proper billing of the utility.

NOW, THEREFORE BE IT ORDAINED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin, that:

SECTION 1. Chapter 14, SubSections 14.08(3)(c) of the Village of Sussex Municipal Code is hereby recreated to read as follows:

14.08(3)(c) Each duplex property shall be billed at a flat rate established by the Village Board for ~~0.7505~~ Equivalent Runoff Units (ERUs) per dwelling unit.

SECTION 2. Chapter 14, Section 14.800 entitled "Definitions" shall have the definition of "EQUIVALENT RUN-OFF UNIT" (ERU) recreated as follows:

"EQUIVALENT RUN-OFF UNIT" (ERU) ~~3,897~~ 5,059 sq. ft., which is approximately the statistical average impervious area of one single family residential housing unit in the Village of Sussex as of ~~2005~~ 2016.

SECTION 3. 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 4. The Village Clerk is hereby directed to update and correct any code references in other Chapters of the Municipal Code that may be impacted by the adoption and implementation of this Ordinance of Village of Sussex municipal Code.

SECTION 5. This ordinance shall take effect immediately upon passage and posting or publication as provided by the law.

Passed and adopted this ____ day of _____, 2016.

Village President

ATTEST: _____
Clerk-Treasurer

ORDINANCE NO. _____

AN ORDINANCE TO RECREATE SUBSECTION 14.08(3)(c) AND TO RECREATE THE DEFINITION OF "EQUIVALENT RUN-OFF UNIT" (ERU) IN SECTION 14.800 ENTITLED "DEFINITIONS" OF CHAPTER 14 ENTITLED STORMWATER MANAGEMENT OF THE SUSSEX MUNICIPAL CODE.

WHEREAS, The Village Board after a decade of operation of the Stormwater Utility reanalyzed the Stormwater Utility rates, and the underlying data for the same, and

WHEREAS, this review is part of the Village Board's diligent and systematic review of all fees and charges, especially utility operations, and

WHEREAS, the review of the stormwater utility rate structure realized that significant changes had occurred to single family home and impervious sizes as the community grew through the last decade, and

WHEREAS, this new data required an adjustment in the ERU value to reflect the larger impervious averages found in the Village and to properly address other types of users in relationship to the larger single family impervious areas for proper billing of the utility.

NOW, THEREFORE BE IT ORDAINED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin, that:

SECTION 1. Chapter 14, SubSections 14.08(3)(c) of the Village of Sussex Municipal Code is hereby recreated to read as follows:

14.08(3)(c) Each duplex property shall be billed at a flat rate established by the Village Board for 0.505 Equivalent Runoff Units (ERUs) per dwelling unit.

SECTION 2. Chapter 14, Section 14.800 entitled "Definitions" shall have the definition of "EQUIVALENT RUN-OFF UNIT" (ERU) recreated as follows:

"EQUIVALENT RUN-OFF UNIT" (ERU) 5,059 sq. ft., which is approximately the statistical average impervious area of one single family residential housing unit in the Village of Sussex as of 2016.

SECTION 3. 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 4. The Village Clerk is hereby directed to update and correct any code references in other Chapters of the Municipal Code that may be impacted by the adoption and implementation of this Ordinance of Village of Sussex municipal Code.

SECTION 5. This ordinance shall take effect immediately upon passage and posting or publication as provided by the law.

Passed and adopted this ____ day of _____, 2016.

Village President

ATTEST: _____
Clerk-Treasurer