



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
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Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**AGENDA**  
**PUBLIC WORKS COMMITTEE**  
**VILLAGE OF SUSSEX**  
**6:00 P.M. TUESDAY, OCTOBER 6, 2020**  
**SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2<sup>nd</sup> FLOOR**  
**N64W23760 MAIN STREET**

Pursuant to Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Sussex Public Works 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 if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action minutes of the September 1, 2020 Public Works meeting.
3. Comments from Citizens
4. Consideration and possible action on bills for payment.
5. Consideration and possible action on Utility Items:
6. Consideration and possible action on Sidewalk and Street Items:
  - A. Salt Contract with Waukesha County
7. Consideration and possible action on Other Public Works Items:
8. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
  - A. Engineer's Report
9. Other discussions for future agenda topics
10. Adjournment.

Scott Adkins  
Chairperson

\_\_\_\_\_  
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 the Village Clerk at 246-5200.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
THE PUBLIC WORKS COMMITTEE AND ARE  
SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD**

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of  
September 1, 2020**

**1. Roll Call**

The meeting was called to order by Chairman Adkins at 6:00 p.m.

Members present: Trustee Scott Adkins, Trustee Lee Uecker, Trustee Michael Bartzen, and Keith Markano.

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, President Anthony LeDonne, and members of the Public.

A quorum of the Village Board was present at the meeting.

**2. Consideration and possible action on minutes**

A motion by Uecker, seconded by Markano to approve the August 4, 2020 meeting minutes as presented.

Motion carried 4-0.

**3. Consideration and possible action on bills for payment:**

A motion by Uecker, seconded by Adkins to recommend to the Village Board approval of bills for payment in the amended amount of \$1,961,726.42.

Motion carried 4-0.

**4. Consideration and possible action on Utility Items:**

None

**5. Consideration and possible action on Sidewalk and Street Items:**

None

**6. Consideration and possible action on Other Public Works Items:**

None

**7. Staff Reports, update and issues, and possible action regarding subdivision, developments, and projects:**

**A. Engineer's Report**

Mrs. Neu summarized the Engineer's Report included in the meeting packet.

**8. Other discussion for future agenda topics**

None

**9. Recess**

A motion by Adkins, seconded by Bartzen to recess the meeting at 6:12 p.m.

Motion carried 4-0.

**10. Well #8 Tour**

The Committee re-convened at Well #8 (W235N6785 Salem Drive) for a tour of the facility led by Jon Baumann, Utility Foreman.

**11. Adjournment**

A motion by Bartzen, seconded by Adkins to adjourn the meeting at 8:10 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator

VILLAGE OF SUSSEX  
PUBLIC WORKS COMMITTEE  
BILLS FOR PAYMENT  
10/6/2020

VENDOR	AMOUNT		%COMPLETED	NOTES
BAXTER & WOODMAN	\$ 3,710.69	2021 STREET IMPROVEMENT DESIGN	7.70%	
MID CITY CORPORATION	\$ 20,286.75	WELL 1 , 2, & 3 ABANDONMENT	89.20%	FINAL
PSI	\$ 3,560.00	MAPLE AVE RECON #1	27.90%	
PSI	\$ 2,655.00	MAPLE AVE RECON #2	34.30%	
R. A. SMITH	\$ 24,528.47	WOODLAND TRAILS S/D PHASE 1 - PROF. SERV. 7/1-31/20	ONGOING	BILL TO DEVELOPER: NEUMANN DEVELOPMENT
R.A. SMITH	\$ 18,429.10	WOODLAND TRAILS S/D PHASE 1 - PROF. SERV.8/1-31/20	ONGOING	BILL TO DEVELOPER: NEUMANN DEVELOPMENT
R.A. SMITH	\$ 51,467.70	MAPLE AVE RECON - PROF. SERV. 8/1-31/20	57.20%	
RUEKERT & MIELKE, INC.	\$ 4,328.43	SUSSEX COMMERCE CTR-THE HIGHLANDS PROF. SERV. AUG., 2020	ONGOING	BILL TO DEVELOPER: WANGARD
SELZER-ORNST CONSTRUCTION CO., INC.	\$ 244,615.00	SUSSEX PARK PAVILION - PERIOD TO 6/30/2020	FINAL	
STARK PAVEMENT CORP.	\$ 398,897.89	MAPLE AVE RECON #2 THRU 8/31/2020	76.00%	
SUPER WESTERN	\$ 318,962.73	MAPLE AVE RECON #1 - AUGUST 17 THRU SEPT. 24, 2020	77.80%	
WE ENERGIES	\$ 2,024.17	STREET LIGHT PROPOSAL-MAPLE AVENUE	79.50%	PREPAID-DUE DATE
TOTAL	\$ 1,093,465.93			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: September 23, 2020  
**Re: Salt Purchase 2020/2021 Season**

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Waukesha County has issued our Salt Agreement. We do this each year. The price of salt is \$82.81 per ton, which is \$0.74 more than last year (or less than a 1% increase). The quantity increased 100 tons this year to 2,100 tons to account for additional roads added to the Village. The County purchases salt through the State contract so while the price is up, it is still the least expensive price available to us. Staff recommends that the Board approve the agreement.

**Paul Farrow**  
County Executive

**Allison Bussler**  
Director



WAUKESHA COUNTY  
DEPARTMENT OF PUBLIC WORKS

**Letter of Agreement: Waukesha County to Provide Winter Materials to  
Village of Sussex, Public Works**

This agreement made and entered into the \_\_\_\_\_ day of September \_\_\_\_\_, 2020 between Waukesha County, Wisconsin, hereinafter referred to as the "County" and by Village of Sussex, Public Works hereinafter referred to as the "Village".

The County agrees to provide the Village \_\_\_\_\_ 2100 tons of salt during the 2020-2021 Winter season.

The Village \_\_\_\_\_ agrees to pay the County \$82.81 per ton of salt used.

Invoicing by the County will occur on a monthly basis with payment made within 30 days of receipt of invoice.

The Village \_\_\_\_\_ agrees to the above listed amount of salt during the 2020-2021 winter season.

The Village \_\_\_\_\_ will only be billed for actual salt taken and used from Waukesha County sheds.

There will be a restocking fee of \$ 10.00 per ton charged to the Village \_\_\_\_\_ for the return of salt to a County substation. There will be no charge if returned to Main Shop and scaled in and out for restocking.

Should the Village \_\_\_\_\_ require additional salt, the Waukesha County Highway Operations Manager or his designee will negotiate with the municipality. Please be advised the County reserves the right to discontinue supply in the event of salt shortages.

On the \_\_\_\_\_ day of: September \_\_\_\_\_, 2020

**For Waukesha County:**

\_\_\_\_\_  
**Name**

Robert W. Rauchle  
**Highway Operations Manager**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
3 SEP 20  
**Date**



# Waukesha County

## Department of Public Works

September 3, 2020

Village of Sussex, Public Works  
Kathy Nicholaus  
N64W23760 Main St.  
Sussex, WI 53089

Re: Salt for **2020-2021** Season

Dear Village of Sussex, Public Works :

Waukesha County will continue with the new way our salt agreements and sales were instituted.

1. We will continue to use a 5-year rolling average based on your municipality's use for ordering your salt quantity. This is how county salt is ordered.
  - a. Your current average is 1919 tons.
  - b. You requested 2100 tons for this season.
  - c. Your last season's salt usage was 1344 tons.

Should you exceed your average annual use, the County's current inventory of available salt and salt yet to be ordered will be used to determine if you can purchase more than the allocation.

2. Waukesha County will continue to add a storage and handling fee to the salt. This will only apply to salt used and is included in the price agreement.
3. All salt picked up will be weighed in tons. Any salt returned must be returned and re-scaled at the Highway Operations Center located at 1641 Woodburn Road, Waukesha, 53188. We have a new certified scale in operation for the upcoming season.

Please review the attached Letter of Agreement carefully. If you are in agreement with its terms and conditions, sign and date both forms, keep one for your records and return the other to us in the enclosed envelope no later than **Monday September 21, 2020**.

If you have any questions concerning this agreement or change in terms, please contact me by email [BRauchle@waukeshacounty.gov](mailto:BRauchle@waukeshacounty.gov) or at 262-548-7843 between 6:30 a.m. and 3:00 p.m., Monday thru Friday.

Sincerely,

Robert W. Rauchle  
Highway Operations Manager

Enc.



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: September 29, 2020  
**Re: Engineering Monthly Report – September 2020**

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### Maple Avenue:

- The south section is essentially complete and is open to traffic. Punch list work will also be done in the coming weeks.
- Main Street is complete. The areas that were reseeded seem to be filling in. Mowing is now the property owner's responsibility. Letters have been sent to owners reminding them to mow.
- Pavement and sidewalk will be done in the center section this week. Contractor will begin restoration, asphalt pavements and driveways, paint pavement markings and install signs in the coming weeks.
- All of the concrete work is finished in the north section, including the replacement of the pavement damaged by the delivery driver. Topsoil is being installed with seeding, pavement marking, and signage to be done in the coming weeks.
- The traffic pattern along Maple from Plainview to Good Hope is back to two way. However, the road remains closed to all but local traffic because there is still a lot of construction activity taking place.
- Trees will be installed beginning October 5, 2020 for the entire Maple Avenue project.

### Miscellaneous

- Brush collection started September 28<sup>th</sup>. We make one pass through the Village.
- Hydrant flushing will take place the week of October 12<sup>th</sup>.
- Leaf collection begins in late October.
- The contractor is filling low areas and reseeding along Good Hope Road between Maple Avenue and the railroad tracks.
- Staff continues to work with Mr. & Mrs. Brummond on Homestead. Quotes to determine the cost of the work are due September 30<sup>th</sup>. As soon as we have an agreement we will bring that to the Committee.

### Developments:

- Woodland Trails: Sidewalk, street lights and final restoration are the only items yet to be completed in phase 1 of the development. Plans for phase 2 are expected in early October.
- Highlands / Basting Farm: Construction along CTH K and STH 164 is complete. The developer is paving the road this week, weather permitting. Sidewalks will follow.
- Sussex Preserve: Revised Phase 3 plans are expected soon.
- Vista Run: Revised plans are expected in early October.
- Sussex Towne Center: The cell tower will be relocated soon, according to the developer. In advance of that work, the developer will be filling the road and constructing a gravel driveway off the end of Freiheit Court to provide access to the new tower location.