



N64W23760 Main Street  
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**AGENDA**  
**PUBLIC WORKS COMMITTEE**  
**VILLAGE OF SUSSEX**  
**6:00 P.M. TUESDAY, JANUARY 5, 2021**  
**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 Dec. 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:
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
  - B. Resolution 21-02 accepting improvements for Sussex Commons
9. Other discussions for future agenda topics
10. Adjournment.

Scott Adkins  
Chairperson

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Jeremy Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact 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  
December 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 Member Keith Markano.

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, President Anthony LeDonne, Public Works Foreman Scott Ascher, 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 Markano, seconded by Bartzen to approve the October 6, 2020 meeting minutes as presented.

Motion carried 4-0.

**3. Comments from Citizens:**

There was no one present who wished to be heard.

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

A motion by Uecker, seconded by Markano to recommend to the Village Board approval of bills for payment in the amended amount of \$998,303.49.

Motion carried 4-0.

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

None

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

**A. Sidewalk Machine Purchase**

A motion by Adkins, seconded by Markano to recommend to the Village Board approval of the purchase of a MacLean MV4 from Miller Bradford & Risburg in the amount of \$126,097.

Motion carried 4-0.

**B. Plow Truck Purchase**

A motion by Markano, seconded by Uecker to recommend to the Village Board approval of the purchase of the 500 HP motor from Western Star and the Burke Truck Plows and Body for a total cost of \$207,490.03.

Motion carried 4-0.

**C. Good Hope Road Reconstruction – Restoration Concern at N71W23378 Homestead Road**

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of the agreement as presented.

Motion carried 4-0.

**D. Resolution 20-31 to accept improvements for Ancient Oaks Subdivision**

A motion by Adkins, seconded by Uecker to recommend to the Village Board approval of Resolution 20-31 accepting the improvements for Ancient Oaks Subdivision and reducing the letter of credit for this portion of the development down to 10% of the total subdivision improvements costs.

Motion carried 4-0.

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

None

**8. 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.

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

None

**10. Adjournment**

A motion by Adkins, seconded by Bartzen to adjourn the meeting at 7:09 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator

DRAFT

VILLAGE OF SUSSEX				
PUBLIC WORKS COMMITTEE				
BILLS FOR PAYMENT				
1/5/2021				
VENDOR	AMOUNT		%COMPLETED	NOTES
BAXTER & WOODMAN	\$ 24,290.22	2021 ROAD PROGRAM - NOVEMBER 2020	83.40%	2020
BLAZE LANDSCAPE CONTRACTING, INC.	\$ 650.00	MAPLE AVENUE RECON.	100.00%	2020
R A SMITH	\$ 26,214.79	MAPLE AVE RECON. - OCT 1-31, 2020	65.10%	2020
RUEKERT & MIELKE, INC.	\$ 23,920.00	GIS ANNUAL SERVICES 2021	100.00%	2021
TOTAL	\$ 75,075.01			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: December 17, 2020  
**Re: Engineering Monthly Report – December 2020**

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### Maple Avenue:

We expect to work through quantities in January 2021 for final payment in February for both projects.

### Miscellaneous

DOT's required annual Local Road Certification has been completed for the year. The Village added 1.57 miles of road to our inventory in 2020.

### Main Street Traffic Signals

The flash mode adjustment we discussed at the December 2020 meeting will be implemented in January 2021. At that time, TAPCo will also give the system an overall check-up, including checking all electronic components and the conflict monitor.

### 2021 Road Program

The finishing touches are being put on the plans and specifications for the project. We will be advertising for bids in early January. Award of the contract will be before you next month for consideration. Construction Inspection will be done in house. We do not plan to hire a consultant to inspect this project, which will save the Village about \$95,000.

### Developments:

- Woodland Trails: Plans for phase 2 have been reviewed and are back in the designer's hands.
- Sussex Preserve: Phase 3 plans have been approved. Grading operations are underway. Utility work will begin as soon as DNR utility extension permits are approved.
- Vista Run: Full construction plans have been submitted and will be reviewed in early January.
- The Courtyard at Sussex: The public water main extension has been installed. The Pembroke cul de sac and Hickory Drive sidewalk construction will take place in Spring / Summer 2021.
- Town of Lisbon's Lies Development: We are expecting preliminary water main extension plans from the Town's Engineer by early January.

RESOLUTION NO. 21-02

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the CSM for the Sussex Corporate Park subdivision, and

WHEREAS: As required by the Village's Subdivision Control Ordinances and the Developer's Agreement, the Developer has installed the necessary public improvements in the subdivision, and

WHEREAS: The following improvements have been completed and recommended by the Public Works Committee to be accepted:

- The sanitary sewer; storm sewer; water mains, and water laterals to the shut off valves in the 40 foot wide Utility and Access Easement per Document 4397938;
- the storm sewer in the 20 foot wide Utility Easement per Document 4397938;
- the sanitary sewer, storm sewer, water mains and water laterals to the shut off valves in Business Drive, including the sanitary connection across CTH K and the water main crossings of CTH K and STH 164;
- public street including curbs and pavement of Business Drive;
- sidewalks along Business Drive and along the north side of CTH K from STH 164 to Business Drive;
- street lights along Business Drive excluding the street lights at the CTH K traffic signals;
- street signs and traffic control signs along Business Drive excluding those signs at and for the traffic signals at CTH K and Business Drive; and
- street trees along Business Drive.

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

1. The public improvements as described above are hereby accepted by the Village and the warranty date for said portion of the system begins on \_\_\_\_\_, 2021 and shall last until \_\_\_\_\_, 2023. The Village shall reduce the letter of credit for this portion of the development down to 10% of the total subdivision improvements costs.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Village President

ATTEST: \_\_\_\_\_  
Clerk-Treasurer