



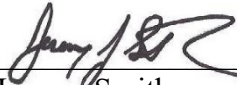
N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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Email: info@villagesussex.org
Website: www.villagesussex.org

**AGENDA
PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, MARCH 2, 2021
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2nd 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 on minutes of the February 2, 2021 Public Works meeting.
3. Comments from Citizens
4. Consideration and possible action on bills for payment.
5. Consideration and possible action on Utility Items:
 - A. West Loop Connection water main extension decision per the Developer's Agreement for Woodland Preserve and Woodland Trails Development.
6. Consideration and possible action on Sidewalk and Street Items:
 - A. Resolution 21-05 Closing Roads for various special events.
7. Consideration and possible action on Other Public Works Items:
 - A. Request by Lion's Club to utilize Village equipment for Lions Daze and consider application permit to close Main Street for Lions Daze parade on July 11, 2021.
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 or those with COVID-19 impacts during the COVID-19 Public Health Emergency 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
February 2, 2021**

1. Roll Call:

The meeting was called to order by Chairman Adkins at 6:02 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, 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 Bartzen, seconded by Markano to approve the January 5, 2021 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 Markano, seconded by Adkins to recommend to the Village Board approval of bills for payment in the amount of \$232,974.54.

Motion carried 4-0.

5. Consideration and possible action on Utility Items:

None

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

A. 2021 Road Program Construction Bids

Trustee Bartzen clarified that the Village would be under the initial CIP budget if the contingency isn't needed. Ms. Neu stated that this would be the case and it's staff's goal not to use the contingency, but it may be needed. Mr. Smith stated that the Village won't need to borrow for this road program. President LeDonne asked who would be inspecting the project. Ms. Neu stated that the project will be inspected by the Assistant Engineer, which will save the Village an estimated \$90,000.

A motion by Bartzen, seconded by Markano to recommend to the Village Board the award of the 2021 Road Program contract to LaLonde Contractors, Inc. per their bid for the project grand total of \$1,843,593.66, including the base bid and the alternate bid with a contingency of \$184,359.37 for a total allocation of \$2,027,953.03.

Motion carried 4-0.

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

Mr. Smith stated that the lease with Associated Bank is no longer needed because the Village no longer uses the Bank's land for the holiday tree. This space was needed before the Civic Center was constructed.

A motion by Adkins, seconded by Bartzen to recommend to the Village Board terminating the 2009 lease of land from Associated Bank.

Motion carried 4-0.

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 Uecker to adjourn the meeting at 6:23 p.m.

Motion carried 4-0.

Respectfully submitted,
Kelsey McElroy-Anderson
Assistant Village Administrator

DRAFT



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Sussex, Wisconsin 53089
Phone (262) 246-5200
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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: February 25, 2021
Re: West Loop Connection Water Main Connection decision

As part of the development for the Woodland Trail & Woodland Preserve subdivisions, the Developer was required to complete the design of the West Loop Connection for the water main along Plainview Road from the railroad tracks to Bluebill Drive and complete the loop with the Village paying its appropriate share of the project including inspection costs provided the Village found the share of the cost of the work acceptable. The Village share of the cost of this 1200 foot long water main is \$297,200 plus inspection costs of about 7%. I have reviewed the bids and recommend we accept this cost share as it is advantageous to the Village utility rate payers vs. performing the work on our own.

This water main loop is extremely important. Currently, the Woodland Creek, Woodland Preserve, and Woodland Trails subdivisions are served by a single water main feed from the intersection of Good Hope Road and Waukesha Avenue, a single water line nearly 2 miles long. Additionally, long dead end lines make it more difficult to keep the water fresh, reduces chlorine residual, causes sediments to build up, can impact water pressure, and can reduce fire flow. The completion of this loop has been in the long term Water Utility Infrastructure plan to be completed in conjunction with the development of these lands.

The Developer took bids and provided copies of all of the bids to the Village. The section of water main from the tracks to Bluebill is challenging to construct. There is little right of way to work with, there is mature landscaping located at or near the right of way line, the hill is steep, and there is a pole line located about 10 feet from the road. To install this water main using traditional open cut methods would be very disruptive to the lives of the residents and significantly more difficult and more expensive. Directionally drilling the water main is the least expensive option.

I have reviewed the bids for the water main work and have determined the costs are reasonable given the difficulty of the work and would not likely occur for less if the Village constructed the work on our own. Therefore, staff recommends that the Village agree to the price not to exceed \$297,200 for the water main plus the inspection costs. The Developers Agreement states that the Village would pay for the water main installation after it is accepted.

RESOLUTION No. 21-05

WHEREAS: The Village of Sussex sponsors the annual Classic Car Cruise Night, 4th of July Kiddie Parade, National Night Out, Main Street Block Party and Tree Lighting with Santa events; and

WHEREAS: Classic Car Cruise Night will require the closure of Main Street from Elmwood Avenue, east to the Sussex Civic Center entrance driveway between the hours of 6 p.m. and 9 p.m. on Thursday, June 17, 2021; and

WHEREAS: 4th of July Kiddie Parade will require the closure of Main Street from the Sussex Civic Center entrance driveway, west to Village Park between the hours of 9 a.m. and 10 a.m. on Sunday, July 4, 2021; and

WHEREAS: National Night Out will require the closure of Main Street from Elmwood Avenue, east to the Sussex Civic Center entrance driveway between the hours of 4:30 p.m. and 9 p.m. on Wednesday, August 4, 2021; and

WHEREAS: Main Street Block Party will require the closure of Main Street from Elmwood Avenue, east to the Civic Center entrance driveway between the hours of 9 a.m. to 4 p.m. on Sunday, August 15, 2021; and

WHEREAS: Tree Lighting with Santa will require the closure of Main Street from Maple Avenue, east to the Civic Center entrance driveway between the hours of 6:15 p.m. to 6:45 p.m. on Friday, December 3, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sussex approves the Main Street road closures for the following Village of Sussex sponsored events; Classic Car Cruise Night on June 17, 2021, 4th of July Kiddie Parade on July 4, 2021, National Night Out on August 4, 2021, Main Street Block Party on August 15, 2021 and Tree Lighting with Santa on December 3, 2021.

Adopted this __9th__ day of __March_____, 2021.

Anthony J. LeDonne
President, Village of Sussex

ATTEST: _____
Samuel Liebert
Administrative Services Director, Village of Sussex



Sussex
LIONS CLUB INC.

Post Office Box 22
Sussex, Wisconsin 53089

February 17, 2021

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

Subject: Sussex Lions Daze 2021

Dear Jeremy,

Please accept this letter on behalf of the Sussex Lions Club, Inc. to request the use of Village Park for Lions Daze 2021.

The dates for Lions Daze 2021 are July 9, 10, and 11, 2021.

We will need use of the park from July 5th thru July 12th, 2021. As in the past, Disc Golf will need to be closed for these entire periods because of set up and tear down activities.

The Sussex Lions Club, Inc. is requesting the **potential** use of the bucket truck and front-end loader before, during, and after our events. Village personnel would be the only ones operating Village property.

Also, the Sussex Lions Club is requesting that the Village of Sussex not issue peddler's permits allowing individuals or businesses to sell items either in Village Park or along the parade route before, during, or after the parade.

I have attached a Certificate of Insurance.

If you have any questions, please call, or email me at any time.

Regards,

Rick Vodicka
Sussex Lions Daze
N95 W24924 Norwauk Rd
Colgate, WI 53017
262-894-1010
rickbvodicka@gmail.com

cc: Capt. Lisa Panas
Lions Daze Chairmen



Application for Special Event Street Closure

A special event that requires the temporary closure of a Village street requires a permit. Special events include but are not limited to parades, athletic events, runs or walks. Applications are required to be filed with the Village Clerk's office at least 30 days prior to the event. The Clerk will then forward the application to the Village Board for consideration. The Board may approve the permit, approve the permit with conditions or deny the permit. Review of the application shall take into consideration the protection of health, safety, welfare of the Village. The protection of persons in the street closure area. The nature of activities to be held in the street. The extent of interference with traffic or emergency vehicle service in the area and repairs or other construction work in the street closure area.

APPLICANT INFORMATION

Contact Name Rick Vodicka Phone 262-894-1010
Organization/ Business Name Sussex Lions Club
Address PO Box 22 City Sussex Zip Code 53089
Email RICKBVODICKA@GMAIL.COM

EVENT INFORMATION

Event Name Sussex Lions Daze Parade
Type of Event Parade Date of Event 7/11/21
Start Time 9:00am End Time 12:00pm

Requested Streets/ Right of Way Areas to be Closed
See Attached Letter

SIGNATURE

I hereby agree to comply with all Municipal Ordinances and with the conditions of this permit and understand that if approved, I agree to assume all responsibility for the use of the Village street during the approved time, which includes the right and obligation to control all access, uses and commercial activities within the Village street right of way, but shall not exclude access to Village law enforcement or emergency services personnel and equipment.

Signature of Applicant

Date

Village of Sussex
Email: info@villagesussex.org
N64W23760 Main Street, Sussex WI 53089
Phone 262-246-5200 Fax 262-246-5222

For Office Use Only

Date of Application: _____ Date Sent to WCSD: _____ Village Board Approval: _____

Conditions of Approval:

Year: _____ Date of License Issuance: _____



**Sussex
LIONS CLUB INC.**

Post Office Box 22
Sussex, Wisconsin 53089

February 17, 2021

Re: Sussex Lions Daze Parade on Sunday July 11th, 2021 – 10:30am

Dear Sussex Village Board,

The Sussex Lions Club will sponsor the annual Lions Daze Parade on Sunday July 11th, 2021. The parade will be held in conjunction with the celebration of Lions Daze in the Village Park from July 9th to July 11th. This featured event represents a continuing commitment by the Sussex Lions Club to serve the residents in the Village of Sussex and the Town of Lisbon.

The Lions Club requests to close the following parade route between the hours of 10:00am to approximately 12:00pm. The staging areas will be used starting at 9:00am. I have included the Special Event Street Closure App with this letter.

We plan to have the parade on Main St as always, starting at the corner of Kneiske Dr. and Main St. We plan to stage east along both sides of Main St to Waukesha Ave. as well as north on Kneiske Dr. to Ivy Ave. The parade would proceed west on Main St to Weaver Dr. and south into Village Park.

The parade will start at 10:30am.

This request will also be sent to the Waukesha County Sheriff's Department. If you have any questions, please feel free to contact me at 262-894-1010.

Should you have any questions, please call me, or email me at any time.

Regards,

Rick Vodicka
Sussex Lions Daze
N95 W24924 Norwauk Rd
Colgate, WI 53017
262-894-1010
rickbvodicka@gmail.com

cc: Capt. Lisa Panas
Lions Daze Chairmen



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: February 25, 2021
Re: Engineering Monthly Report – February 2021

Maple Avenue and Good Hope Road:

- A Surveyor has been hired to set lot corners for the right of way purchased for these two projects.

Miscellaneous

- As of February 24th, we have used 1057 tons of salt. We have an allocation of 2100 tons for the season. Last year we used a total of 1,333 tons.
- Snow removal from Main Street went well. This was the first time we've had to remove the snow from the terraces since the road was reconstructed.
- DOT has started the design for the 2026 resurfacing of STH 164 from Swan Road to north of CTH Q.
- Enforcement of Spring Weight Restrictions are tentatively planned to start on March 8, 2021. We are working to coordinate the start / end dates with neighboring communities to make policing easier.

2021 Road Program

- We have heard very little feedback from property owners and residents impacted by this years Road Program. They are sending back the communications forms, so we know they received the letters and are aware of the project.
- Temporary easement requests are being sent this week to a few properties along Silver Spring Drive where we need to do a little grading and driveway work outside of the right of way to match the new sidewalk.
- The preconstruction meeting is set for March 4, 2021. We expect that the contractor will start construction in late March or early April. We do not know where they plan to start.

Developments:

- Woodland Trails: Plans for phase 2 are nearly ready for approval. Developer now plans to construct the remainder of the roads in the development during this phase. Water main construction at / under the tracks is scheduled to begin next week.
- Sussex Preserve: Phase 3 utility work continues. The hope is to be paving in mid-June.
- Vista Run: Full construction plans have been reviewed and are back in the designer's hands. The developer would like to start construction in early April.
- Town of Lisbon's Lied's Development: We are working with the Town and their engineers on a layout and agreement that will provide a water main loop between Main Street and Silver Spring Drive.
- Highlands Business Park: Plans for the sewer and water extension for the future development on the north half of the Brown farm have been reviewed and are back in the designer's hands.