



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, AUGUST 3, 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 on minutes of the June 1, 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. Plainview Water Main Update
  - B. WWTF Gate bid
  - C. Intern Update
6. Consideration and possible action on Sidewalk and Street Items:
  - A. Salt Contract
  - B. Resolution closing Maple Avenue on September 11, 2021
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  
June 1, 2021**

**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 Benjamin Jarvis, 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, Assistant Public Works Director Dennis Wolf, 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 Uecker to approve the May 4, 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 Uecker, seconded by Adkins to recommend to the Village Board approval of bills for payment in the amount of \$427,991.43.

Motion carried 4-0.

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

**A. Compliance Maintenance Annual Report**

Mr. Wolf summarized the highlights from the Annual Report.

A motion by Markano, seconded by Adkins to recommend to the Village Board approval of Resolution 21-09 accepting the Compliance Maintenance Annual Report.

Motion carried 4-0.

**B. Silver Spring Lateral Update**

Ms. Neu summarized the memo in the meeting packet. No action was taken.

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

None

**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**

There will be no July Public Works Committee meeting.

**10. Adjournment**

A motion by Adkins, seconded by Jarvis to adjourn the meeting at 6:28 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator

VILLAGE OF SUSSEX  
PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

8/3/2021

VENDOR	AMOUNT		%COMPLETED	NOTES
LALONDE CONTRACTORS, INC.	\$ 334,976.59	2021 ROAD PROGRAM - JUNE 16 - JULY 16, 2021	61.10%	
R.A. SMITH	\$ 7,731.13	VISTA RUN PHASE 1 - PROF. SERV. 6/1-30/2021	ONGOING	BILL TO DEVELOPER: NEUMANN
R.A. SMITH	\$ 24,577.22	WOODLAND TRAILS PHASE 2 - PROF. SERV. 6/1-30/2021	ONGOING	BILL TO DEVELOPER: NEUMANN
STARK PAVEMENT CORPORATION	\$ 84,102.11	MAPLE AVE RECON #2 - JAN 16 - JULY 27, 2021 (FINAL)	95.00%	
THE SIGMA GROUP, INC.	\$ 382.40	SUSSEX PRESERVE 3 - PROF. SERV. THRU 6/30/2021	ONGOING	BILL TO DEVELOPER: SAWALL
TOTAL	\$ 451,769.45			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: June 24, 2021  
**Re: Plainview Road Water Main**

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You may recall from the May and June Engineer's Reports that the attempt at directionally drilling the water main along Plainview Road from the railroad tracks to Bluebill Drive was unsuccessful. We have received a price from Neumann's contractor to install the water main using conventional methods and feel that it would be more economical to bid the work in a competitive bid environment. Therefore, Staff recommends that we wrap the construction of this water main into the project to extend water main along CTH VV and bid them together in January of 2022 for construction starting in Spring of 2022.



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: July 29, 2021  
**Re: Wastewater Treatment Plant Automatic Gate: Construction Bids Recommendation**

Bids for Wastewater Treatment Plant Automatic Gate were received and opened at 2:00 PM on Wednesday, July 28, 2021. One bid was received and are listed below.

Contractor	City, State	Base Bid Total
Northway Fence	Waukesha, WI	\$35,300

Staff has reviewed the bids and the qualifications of Northway Fence, Inc. the low bidder. Based on previous work done for other municipalities, we find that they are capable of performing the work described in the Contract Documents.

The project was budgeted in the 2020 Sewer Utility Budget for \$30,800 using cash on hand. The cost is a bit higher than originally anticipated, but as we learned with the Park fence bid earlier this year, the commodities market is very volatile at this time and material prices are higher than we could have anticipated when the estimate was done so we feel that the price is reasonable. There is sufficient cash on hand to cover the additional cost.

The work under the Wastewater Treatment Plant Automatic Gate Project includes replacing the existing manual entrance gate at the Wastewater Treatment Plant with a single chain-link slide power gate. The gate will close and lock after an authorized user enters or exits for added site security. There will be a keypad to allow authorized entry and Public Works staff will have garage door opener type devices in their vehicles for ease of access. We will also be adding a small lockable manual swing gate for pedestrian access. The power for the gate will be extended from the plant and will be directionally drilled and installed in a conduit to avoid pavement replacement now and in the future when maintenance is needed. We expect construction to start in September. The contractor will have until November 15<sup>th</sup>, 2021 to complete the project.

### **Recommendations:**

Staff recommends that the Wastewater Treatment Plant Automatic Gate contract be awarded to Northway Fence per their bid for the project of \$35,300. We also recommend that a contingency of \$3,530 (+/- 10% of total cost), be established for a total allocation of **\$38,830** for this contract.



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: July 27, 2021  
**Re: Salt Purchase 2021/2022 Season**

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Waukesha County has issued our Salt Agreement. We do this each year. The price of salt is \$85.05 per ton, which is \$2.24 more than last year (about a 2.7% increase). The quantity of salt available to us will remain at 2,100 tons. We only pay for what we use. In the 2020/2021 season we used 1,344 tons. 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.



## Waukesha County Department of Public Works

September 3, 2021

Village of Sussex, Public Works

~~Kathy Nicholaus~~ *Judith Neu*

N64W23760 Main St.

Sussex, WI 53089

Re: Salt for 2021-2022 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 1, 2021**.

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.

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 \_\_\_\_\_, 2021 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 2021-2022 Winter season.

The Village \_\_\_\_\_ agrees to pay the County \$85.05 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 2021-2022 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 \_\_\_\_\_, 2021

For Waukesha County:

Robert W. Rauchle

Name

Highway Operations Manager

\_\_\_\_\_ charged to the \_\_\_\_\_ for the return of salt to  
Title

Signature

Signature

Date

Date



RESOLUTION No. 21-12

WHEREAS: The Village of Sussex sponsors the annual Touch-A-Truck Event; and

WHEREAS: Touch-A-Truck 2021 Event will require the closure of Maple Avenue from Armory Drive, south to Sussex Preserve Boulevard between the hours of 9 a.m. and 3 p.m. on Saturday, September 11, 2021; and

WHEREAS: Village Utility, Public Safety Departments and local businesses will bring vehicles to display and interact with to Armory Park; and

WHEREAS: The Village wishes to engage and appeal to anyone, kids or adults, who love trucks and large vehicles; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sussex approves the Maple Avenue road closures for the Touch-A-Truck 2021 Event on September 11, 2021.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Anthony J. LeDonne  
President, Village of Sussex

ATTEST: \_\_\_\_\_  
Samuel Liebert  
Administrative Services Director, Village of Sussex



Sussex Preserve by William Ryan Homes

Sussex Preserve Blvd

Sussex Preserve Blvd

Tree Dr N

Maple Grove Ln

Birchwood Ln

Sycamore Cir

Maple Grove Ln

Holly Ct

Maple Grove Ln

Maple Grove Ln

Maple Ave

Maple Ave

Maple Ave

Maple Ave

DEROG SKIN

BLOCKED

VEHICLES

Armory Park

COZY COURSE TRACK

PARKING

Armory Dr

FOOD TRUCKS  
PICNIC TABLES

VOLUNTEER  
OVERFLOW AREA

Sussex Army N  
Guard Armory

Fieldstone Pass Cir



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: July 28, 2021  
**Re: Engineering Monthly Report – August 2021**

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### 2021 Road Program

- Construction on Sussex Road and Village Drive is done and both roads are open to two way traffic.
- Miller Way, Waukesha Avenue and Good Hope Road are all essentially complete.
- Sidewalk along the south side of Silver Spring Drive is done. The rest of the sidewalk on the north side is scheduled for July 30<sup>th</sup>. Most of the utility work is done, the rest does not require ground disturbance.
- Hi-Tech Drive pavement will be done this week or early next.
- Pond and Ditch grading in the Industrial Park is scheduled for August.

### Maple Avenue:

- Contractors have spent a lot of time in the north section of Maple Avenue in the past few months working to improve the lawn restoration. The drought has made grass growth difficult. We're finally at a point where we feel comfortable making final payment for this contract. All remaining improvement to lawns, etc. along all of Maple Avenue will be done under warranty, including replacement of trees this fall.
- We are still waiting for paperwork from We Energies for street light removals on Maple Avenue from Champeny to Good Hope Road. We are told by We Energies that their design work will be done in early September. They also just told us that they cannot remove the Village owned light poles south of Main Street, so we will hire a contractor to remove them.

### Miscellaneous:

- Valve turning has started in the south half of the Village. Each valve is exercised every 2 years. This practice increases the likelihood that we can turn them during main breaks to isolate the problem area.
- We have finalized the alignment and completed the soil and rock borings for the CTH VV water main west of STH 164. Preliminary plans are expected in the coming weeks.

### Developments:

- Woodland Trails: Sewer and water work is complete and storm sewer work is underway.
- Sussex Preserve: The curb and binder course of asphalt is done. Private utility and sidewalk installation will follow. Top lift of asphalt in all of Sussex Preserve will be placed this fall. Phase 3 utility work continues. Sanitary sewer, water and storm sewer installation is complete.
- Vista Run: Rough grading of phase 1 is done. Sanitary sewer installation is underway. The Developer intends to have lots ready for construction this fall.
- Lisbon TIF (Lied's) Water Main: Plans are approved. Blasting has started. The Town is waiting for DNR approval of the water main along Main Street and Richard Road. The water main construction through the School District property is currently planned for next summer.
- Highlands Business Park – Phase 1: Developer is constructing additional storm sewer so that they can adjust the originally proposed pond watershed areas to accommodate proposed development.
- Highlands Business Park – Phase 2: The initial review of the road and utility plans, grading plan, and storm water management plan is complete. Construction schedule has not been established yet.