



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

**AGENDA
PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, SEPTEMBER 7, 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 August 3, 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:
6. Consideration and possible action on Sidewalk and Street Items:
7. Consideration and possible action on Other Public Works Items:
 - A. Discussion of Storm Brush Collection Policy
 - B. We Energies Easement on Village property
 - C. Street light conversion to LED
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
August 3, 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 President LeDonne

Also present: Village Administrator Jeremy Smith, Village Engineer/Public Works Director Judith Neu, Public Works Foreman Jon Baumann, Public Works Employee Dustin Beckmann, PW Intern Ethan Hadler, 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 Jarvis, seconded by Uecker to approve the June 1 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 Jarvis, seconded by Adkins to recommend to the Village Board approval of bills for payment in the amount of \$451769.45

Motion carried 4-0.

5. Consideration and possible action on Utility Items:

A. Plainview Watermain

Ms. Neu gave an update

B. WWTF Fence

Mr. Beckmann gave an update on the Fence quotes. A motion by Uecker, seconded by Jarvis to approve the fence quote from Northern Fence for \$35,300 with a 10% contingency.

Motion carried 4-0.

C. Intern Update

Ethan Hadler gave an update on the internship

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

A. County Salt Agreement

A motion by Adkins, seconded by Jarvis to approve the County Salt Agreement.

Motion carried 4-0.

B. Resolution 21-12 to Close Maple Avenue for a Special Event.

A motion by Adkins, seconded by Jarvis to approve Resolution 21-12.

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

10. Adjournment

A motion by Adkins, seconded by Jarvis to adjourn the meeting at 6:34 p.m.

Motion carried 4-0.

Respectfully submitted,

Jeremy Smith
Village Administrator

DRAFT

VILLAGE OF SUSSEX
PUBLIC WORKS COMMITTEE
BILLS FOR PAYMENT

9/7/2021

VENDOR	AMOUNT		%COMPLETED	NOTES
GLOBE CONTRACTORS, INC.	\$ 29,865.86	WOODLAND TRAILS - PLAINVIEW WM	100.00%	
LA LONDE CONTRACTORS, INC.	\$ 236,807.83	2021 ROAD PROGRAM - 7/17-8/18/2021	72.80%	
R. A. SMITH	\$ 877.50	WOODLAND TRAILS - PROF. SERV. 7/1-31/2021	ONGOING	WATER UTILITY COST
R. A. SMITH	\$ 27,393.04	VISTA RUN - PHASE 1 - PROF. SERV. 7/1-31/2021	ONGOING	BILL TO DEVELOPER: NEUMANN
R. A. SMITH	\$ 20,108.65	WOODLAND TRAILS PHASE 2 - PROF. SERV. 7/1-31/2021	ONGOING	BILL TO DEVELOPER: NEUMANN
RUEKERT & MIELKE, INC.	\$ 685.00	SUSSEX COMMERCE CENTER - PROF. SERV. 6/19 - 7/16/2021	ONGOING	BILL TO DEVELOPER: WANGARD
THE SIGMA GROUP, INC.	\$ 7,703.41	SUSSEX PRESERVE 3 - PROF. SERV. THRU 7/31/2021	ONGOING	BILL TO DEVELOPER: SAWALL DEVELOPMENT
TOTAL	\$ 323,441.29			



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: September 1, 2021
Re: Storm Brush Collection Policy

The severe storms during the week of August 9, 2021 brought to light that the Village should have a Storm Brush Collection Policy in place. Some residents did call to ask if we were planning a special brush collection in the aftermath of the storm. Thankfully, the damage in Sussex from this storm was minor compared to some of our surrounding communities and staff did not deem the damage to be extensive enough to warrant a special collection. Instead, the Village opened the Yard Waste Site for additional days/hours on Friday and Monday following the storm and allowed the public to bring storm debris to the site without a Pass on Friday, Saturday and Monday. This accommodation was very well received by the residents who used the site that weekend. A special collection requires an approximate 190-200 hours of staff hours to complete and we also have to borrow equipment from the Town of Lisbon.

Staff would recommend that the following policy be put in place for future storm events so that it is clear to staff and residents how the Village will handle similar situations in the future:

- If 20% or more of the Village has trees down or severely damaged, as determined by the Public Works Director in consultation with Public Works Staff and the Administrator, then the Village will organize a special brush collection in the days following the storm. The Village will also organize additional drop off days at the Yard Waste Site and will allow any Village resident to drop off storm debris without purchasing a Yard Waste Pass.
- If 10-20% of the Village has trees down or severely damaged, as determined by the Public Works Director in consultation with Public Works Staff and the Administrator, then the Village will organize additional drop off days at the Yard Waste Site and will allow any Village resident to drop off storm debris without purchasing a Yard Waste Pass.



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MEMORANDUM

To: Village Board
From: Judith A. Neu, Village Engineer
Date: September 1, 2021
Re: Woodland Trails Area – We Energies Easements

We Energies has requested easements over a portion of the Village's Outlot in the Woodland Trails subdivision. The easement requested is at the south end of to Woodland Court where the sanitary sewer drains to the interceptor and the proposed trail will be constructed. This Outlot was dedicated to the Village with the original Woodland Trails subdivision plat. Now the electric system needs to be installed along the outside of the right of way and the plans show underground wires crossing at this location. The We Energies plans show only underground wires for the initial installation which will not interfere with the sanitary sewer or path functions. Staff recommends that the Board approve the easement with We Energies.



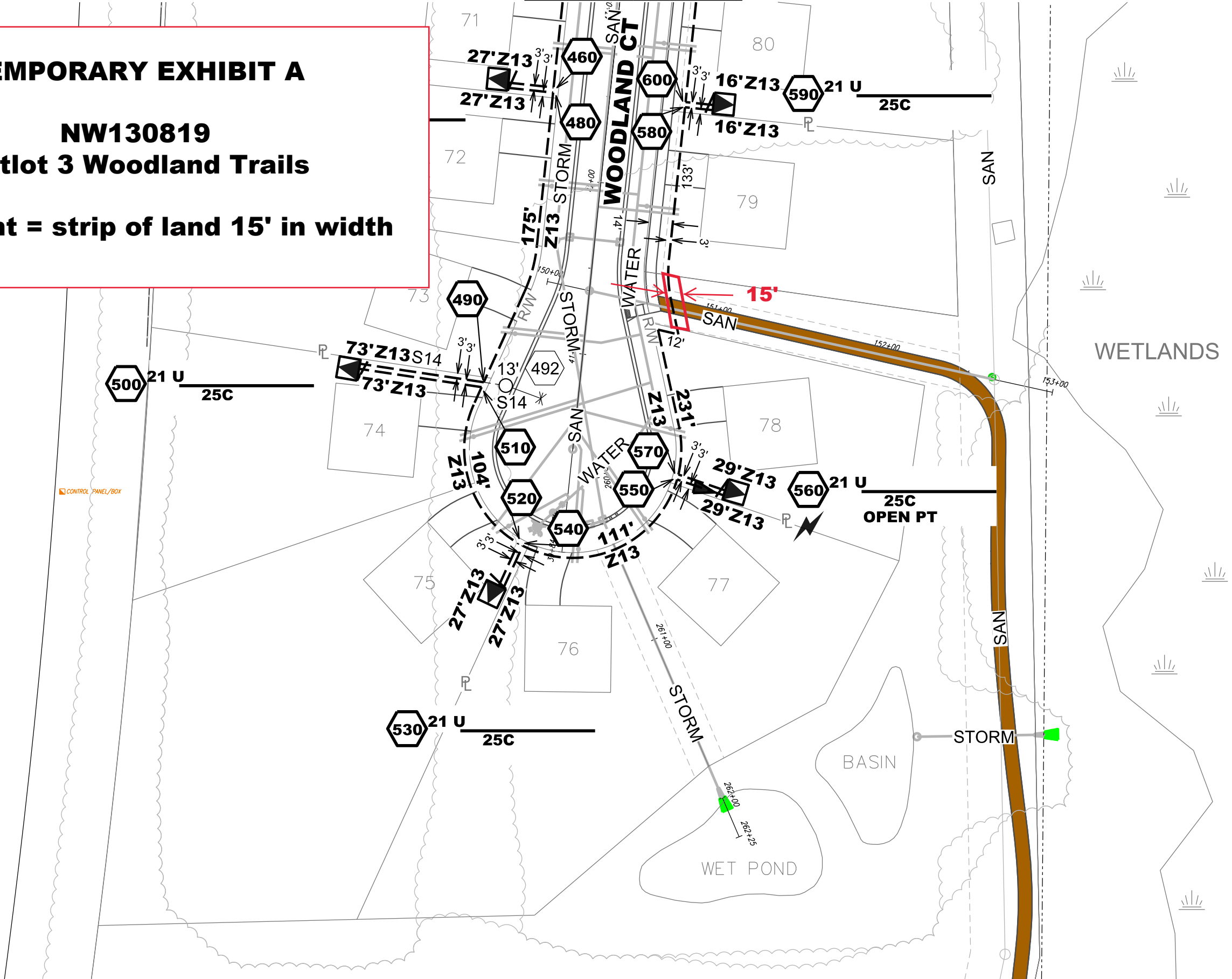
SHEET 6

TEMPORARY EXHIBIT A

NW130819

Outlot 3 Woodland Trails

Easement = strip of land 15' in width



**DISTRIBUTION EASEMENT
UNDERGROUND ELECTRIC AND
COMMUNICATIONS**

Document Number

WR NO. **4644008** IO NO. **14026**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **VILLAGE OF SUSSEX**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies, SPECTRUM MID-AMERICA, LLC and WISCONSIN BELL, INC. doing business as AT&T Wisconsin, a Wisconsin corporation**, hereinafter referred to as "Grantee", a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a strip of land fifteen (15) feet in width being a part of Grantor's premises described as **Outlot 3 of Woodland Trails**, being a subdivision in the **Northwest 1/4 of Section 13, Township 8 North, Range 19 East**, in the Village of Sussex, Waukesha County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM P129
PO BOX 2046
MILWAUKEE, WI 53201-2046

SUXV0197267
(Parcel Identification Number)

- 1. Purpose:** The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
- 2. Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
- 3. Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric codes or any amendments thereto.
- 4. Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
- 5. Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
- 6. Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
- 7. Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
- 8. Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

Grantor:

VILLAGE OF SUSSEX

By _____

(Print name and title): _____

Personally came before me in _____ County, Wisconsin on _____, _____,
the above named _____, the _____
of the VILLAGE OF SUSSEX, for the municipal corporation, by its authority, and pursuant to Resolution File
No. _____ adopted by its _____ on _____, _____.

Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: September 3, 2021
Re: Street Light Conversion to LED

Staff has analyzed our street lighting expenses in light of the Strategic Planning Goal of reducing costs within our operations and have found an opportunity to save money by converting some of our High Pressure Sodium (HPS) street lighting to LED. With the exception of the street lighting on Main Street downtown, all of our street lights are owned and maintained by We Energies. Some of the lights are already LED, but there are still about 550 We Energies owned HPS lights in the Village.

The Village pays We Energies a fixed monthly fee for every street light in the Village. The monthly cost covers energy and maintenance costs and varies based on the pole, fixture and wattage of the light. In general, LED fixtures use considerably less energy than HPS lights and presumably last longer, so monthly rates for LED can be significantly lower than HPS lights.

The way the conversion program works is that the Village pays We Energies up front for the cost of installing the new LED fixtures. The installation costs also vary by pole, fixture and wattage of the light. Once installed, our monthly energy and maintenance costs decrease for that light. For the first 7 years, we get an initial cost reduction due to lower energy use but the monthly rate is a little higher than it will be in the end because it includes the cost of the fixture. After 7 years, the monthly cost decreases further because the fixture is paid off.

Staff has analyzed the data supplied by We Energies and has determined that some investments in this program are worth the cost and some are not. Staff recommends that we convert 286 street lights to LED in the following neighborhoods and corridors.

- Silver Spring Drive from Hickory to the east
- Main Street from Waukesha Ave to the east
- Main Street from Locust to the west
- Waukesha Avenue from Good Hope Road to the south
- Good Hope Road from Waukesha Avenue to the west
- Woodside Road
- Linglebach's, Old Mill, Stonefield Heights and Village Estates neighborhood
- Prides, Mapleview, Cobblestone and Keystone neighborhood
- Sussex Estates and Bowling Green neighborhood
- Crestview, Pembroke, Park View Manor, and Hickory Heights neighborhood
- Spring Green Heights and Clover Downs neighborhood
- Ridgeview neighborhood
- Canyon Meadows neighborhood
- Executive Drive south of CTH K (Meijer)

The up-front cost of the conversion is about \$55,000, our annual street light cost will decrease by almost \$10,000 and the return on investment is 5.4 years. After year 7, our annual street light cost will decrease by another \$18,000. That's a drop of \$28,000 in an overall budget line item cost of \$160,000 or 17.5% overall cost reduction.

For the 286 lights proposed for conversion the Village will realize the following savings.

	Annual	7 years	10 years	20 years
Existing	\$57,180	\$400,257	\$571,795	\$1,143,590
Proposed LED	\$47,224	\$330,569	\$417,289	\$706,355
Savings	\$9,956	\$69,688	\$154,506	\$437,235

As part of our review of the We Energies data, staff found that the Village was still paying for about 25 lights on Main Street that had been removed in 2016 and 2017. We brought this to We Energies attention and as a result are expecting a refund of about \$25,000. Staff recommends that we apply this refund to the conversion and that the remainder of the costs come from excess 2021 Road Program funds. The 2021 Road Program is on track to come in well under budget so there will be money left over to cover these costs.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: September 3, 2021
Re: Engineering Monthly Report – September 2021

2021 Road Program

- Miller Way, Sussex Road, Village Drive, Hi-Tech Drive, Waukesha Avenue and Good Hope Road are all essentially complete.
- Sidewalk along Silver Spring Drive is done and restoration is being completed this week.
- Pond and Ditch grading in the Industrial Park is progressing. Restoration is scheduled for the coming weeks.

Maple Avenue:

- Replacement of trees along Maple Avenue will be completed this fall.
- We are expecting paperwork from We Energies for street light removals on Maple Avenue from Champeny to Good Hope Road later this month. The Village owned light poles south of Main Street will be removed this fall.

Miscellaneous:

- Right of Way tree trimming will be starting in early September. All affected residents have been notified.
- Brush collection begins September 20th at 7AM. Staff will be updating the website as each area is completed. Note that we only make one pass through the Village and brush MUST be out by 7AM on September 20th or it will not be collected.
- 60% plans for the CTH VV water main west of STH 164 are due at the end of September. The Plainview Water Main plans are done and ready to be wrapped into the CTH VV water main contract.
- Tire Collection Day is Saturday, October 2, 2021 at the Yard Waste Site. The cost is \$2/tire.

Developments:

- Woodland Trails: Curb is in on all of Phase 2. The binder course of asphalt is done on all but Woodland Court, which will be completed in Spring.
- Sussex Preserve: All but the top lift of asphalt is complete. The top lift of asphalt in all of Sussex Preserve will be placed this fall.
- Vista Run: Sanitary, water and storm construction is nearly complete. We expect gravel, curb and paving in the east half of phase 1 to be completed September and in the western half of phase 1 in October. The Developer intends to have lots ready for construction this fall.
- Lisbon TIF (Lied's) Water Main: The water main installation is done. The water main construction through the School District property is currently planned for next summer.
- Highlands Business Park – Phase 1: The additional storm sewer work has been completed.
- Highlands Business Park – Phase 2: The second review of the road and utility plans, grading plan, and storm water management plan is complete. Grading of the pond and some of the lot areas will begin after Labor Day. The road and utility work and the remainder of the grading will be completed in Spring.