



N64W23760 Main Street  
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Website: [www.villagesussex.org](http://www.villagesussex.org)

VILLAGE BOARD  
VILLAGE OF SUSSEX  
6:00 PM - TUESDAY, OCTOBER 26 2021  
SUSSEX CIVIC CAMPUS – BOARD ROOM 2<sup>nd</sup> FLOOR  
N64W23760 MAIN STREET

1. Roll call.
2. Pledge of Allegiance.
3. Consideration and possible action on minutes from the Village Board meetings held on October 7 and 12, 2021.
4. Communications and Public Hearing(s)
  - A. Village President Report. Report on meetings attended/up-coming, communications, and recognitions.
5. Committee Reports
  - A. Board of Fire Commissioners Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - B. Community Development Authority Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - C. Park & Recreation Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - D. Pauline Haass Library Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
    1. Update on Library Facility Study
  - E. Plan Commission Report on discussion and action taken at the previous meeting, future agenda items and upcoming scheduled meetings.
  - F. Public Safety and Welfare Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.
  - G. Senior Advisory Committee.
    1. Recommendation and possible action on Senior Scholarship Policy
    2. Recommendation and possible action on Senior Dinner Party pricing for 2022.
6. Staff Reports on upcoming events, projects in process, future agenda items and meetings.
7. Comments from citizens present.

8. Old Business.
  - A. Community Satisfaction Survey
9. New Business.
  - A. Grant Application for LRIP funds for 2022-2023.
10. Consideration and possible action on resignations and appointments.
11. Adjournment

Anthony LeDonne  
Village President

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Jeremy Smith  
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. 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 262-246-5200.

DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM  
THE SUSSEX VILLAGE BOARD  
AND ARE SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board Meeting of  
October 12, 2021**

**1. Roll Call**

The meeting was called to order by President LeDonne at 6:02 pm.

Members present: Stacy Riedel, Greg Zoellick, Lee Uecker, President Anthony LeDonne, Scott Adkins and Ben Jarvis.

Members excused: Ron Wells (joined meeting at 6:18 pm).

Also present: Administrator Jeremy Smith, Attorney John Macy, Assistant Village Administrator Kelsey McElroy-Anderson, Administrative Services Director Samuel Liebert, Finance Director Nancy Whalen and members of the Public.

**2. Pledge of Allegiance**

President LeDonne led the pledge of allegiance.

**3. Meeting Minutes**

Motion by Jarvis, seconded by Zoellick to approve the September 28, 2021 Village Board meeting minutes.

Motion carried 6-0

**4. Communications and Public Hearings**

**A. Village President Report**

President LeDonne reported that Saturday, October 16, the Electronics Recycling Dropoff Collection takes place from 10 a.m. to 12 p.m. this Saturday, October 16, at Civic Center parking lot. Tuesday, October 19, the Community Blood Drive, 12:30 to 5:30 p.m. at The Grove at Village Park. The Community Development Authority meets at 5:30 p.m. in the Civic Center Board Room. The Parks & Recreation Board meets at 6:30 p.m. in the Community Room. The October Plan Commission meeting has been cancelled. On Wednesday, October 20, the Pauline Haass Library Board meets at 6:30 p.m. at the library. On Friday, October 22, Spooky Sussex takes place from 5 to 8:30 p.m. at Village Park. On Saturday, October 23, the Waukesha County Takeback Event for disposal of unused medications and medical sharps takes place from 10 a.m. to 2 p.m. at the Sussex Pick 'N Save. The Sussex fireworks display in 2022 will be the Sussex/Lisbon fireworks display. The town of Lisbon is donating \$10,000 towards the fireworks show and I thank them.

**5. Committee Reports**

**A. Finance and Personnel Committee**

5.A.1. Motion by Jarvis, seconded by Uecker to approve of the September Check Register and P-card Statement in the amount of \$1,557,166.80

Motion carried 6-0

5.A.2. Motion by Jarvis, seconded by Riedel to approve of the August Ace Hardware purchases in the amount of \$882.60

*LeDonne Abstained*

Motion carried 5-0

5.A.3. Motion by Jarvis, seconded by Zoellick to approve of a Combination Class "A" Retail Licenses for the Sale of Fermented Malt Beverages & "Class A" Retail License for the Sale of Intoxicating Liquors, October 13, 2021 to June 30, 2022 for Sussex Convenience Inc. (N62W23456 Silver Spring Drive), Agent Bishnu Adhikari, conditioned upon the standard conditions of liquor license approval.

Motion carried 6-0

5.A.4. Motion by Jarvis, seconded by Uecker to approve of Resolution 21-15, a redistricting Resolution for Village Wards based upon the 2020 census. Motion carried 6-0

#### **B. Public Works Committee**

5.B.1. Motion by Adkins, seconded by Zoellick to approve of bills for payment in the amount of \$280,469.45. Motion carried 6-0

#### **6. Staff Reports**

Ms. McElroy-Anderson reported that the village has begun hydrant flushing this week. We are expecting to be done with the south portion of hydrant flushing this week. At this time, we are unable to start the north portion because we are still painting the water tower. Leaf collection, we believe, will possibly begin next week. We will communicate that with the public. We are still looking for volunteers for Spooky Sussex for October 22. We are at 50% of our needs for volunteers.

Mr. Smith reported that 900 of the 1,400 spots for Spooky Sussex have been sold so far through preregistration. Tickets are \$6.00 per person. You can buy day-of tickets for \$8.00, but won't be able to do as much. Thank you to Sussex Area Service Club for helping this year with selling concessions at Spooky. The village has permitted 77 new homes this year, which is the highest it has been in 15 years. We believe we will be probably be close to 100 by the end of the year.

Mr. Macy reported that the legislature is in the process of passing a housing package. The League of Wisconsin Municipalities has gone on record opposing them.

Mr. Liebert reported that there will be a resolution coming forward in December for appointing Election Inspectors for the next two years. We are looking for additional help and ask that anyone willing to serve as an Election Inspector to reach out to the Village Clerk's office or email [info@villagesussex.org](mailto:info@villagesussex.org) for more information.

#### **7. Comments from Citizens Present**

Carl Vanderwerff, N57W24537 Raven Ct, asked where he could find more information about being an election worker.

Mr. Liebert stated that he could go to [www.villagesussex.org](http://www.villagesussex.org), go under the tabs that say 'I want to' and 'Apply' and 'Job' tabs, there is information available there for how to apply and what requirements are needed to become an Election Inspector.

Trustee Ron Wells took his seat at the dais at 6:18 pm.

#### **8. Old Business**

8.A. Discuss was had in regards to the proposed 2022 budget.

Trustee Zoellick had concerns about the \$21,000 in the budget for making the Economic Development Director a full time position.

Mr. Smith stated he could come back to the Finance & Personnel Committee with a job description.

Trustee Riedel asked if the board could get an estimated cost to outsource the Finance Director position.

Mr. Smith stated that staff could bring that information back to the board.

Motion by LeDonne, seconded by Wells to set the 2022 Budget Public Hearing for November 12, 2021.

Motion carried 7-0

#### **9. New Business**

There was no new business to be had.

#### **10. Consideration on resignation and appointments**

There were no resignations or appointments to consider.

**11. Adjournment**

Motion by Adkins, seconded by Zoellick to adjourn at 6:52 pm.

Motion carried 7-0

Respectfully submitted,

Samuel Liebert  
Administrative Services Director, Clerk/Treasurer

DRAFT

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Village Board – Budget Meeting held on October 7, 2021.**

**1. Roll Call**

The meeting was called to order at 5:33 pm by President LeDonne.

Members Present: Greg Zoellick, Lee Uecker, President Anthony LeDonne, Ron Wells, Scott Adkins, Stacy Riedel, and Benjamin Jarvis.

Members Excused: None

Staff present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Finance Director Nancy Whalen, Village Engineer Judy Neu, and Fire Chief Kris Grod.

**2. Discussion on 2022 Budget**

The meeting started with a presentation by Dave Anderson, the Village's financial advisor. Mr. Anderson works with PFM Financial Advisors. He presented options to restructure debt to save the Village money and reduce the debt burden. The Board directed staff to bring a resolution to restructure the debt to the November Finance Committee meeting.

The Village Engineer, Judy Neu, then presented about the Village's road programs and existing Board policies related to road projects. There was consensus to schedule a tour to see road conditions in May 2022.

A continuation of the discussion on the Options List of the 2022 budget occurred. The Board recommended the following items:

- Citizen Survey: Ms. McElroy stated that the additional cost for custom benchmark comparisons of similar sized communities would be \$1,800 for a total cost of \$16,800 for the survey. After discussion a majority agreed that in lieu of an annual survey conducted by a third party we will post a question each month to solicit feedback. Multiple platforms (i.e. social media, website, signage, print, etc.) will be used to solicit feedback. The elected officials will send staff proposed questions they would like to see.  
Yes 0, No 7
- Swimming Pool Feasibility Study: The Board voted on phasing the funding for this study in, starting with \$12,500 in 2022.  
Yes 5, No 2
- Additional Speed Radar Speed Signs  
Yes 0, No 7

There was consensus to cancel the last budget meeting originally scheduled for October 21, 2021. Instead an agenda item will be added to the October 12, 2021 Board meeting for any outstanding budget related discussion.

**3. Citizen Comment**

No members of the public wished to be heard.

**4. Adjournment**

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

Motion carried 7-0

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator



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## MEMORANDUM

To: Village Board  
From: Jeremy Smith, Village Administrator  
Re: Village Board Meeting- October 26, 2021  
Date: October 21, 2021

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3. Consideration and possible action on minutes from the Village Board meetings held on October 7 and 12, 2021.

4.A. Village President Report- report on meetings attending and upcoming communications, and recognitions including Successfully Sussex Awards.

5A. Board of Fire Commissioners Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5B. Community Development Authority Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5C. Park & Recreation Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5D. Pauline Haass Library Board Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

1. The Library Director Adelle Loria will give a short presentation on the Library Facility Study process.

5E. Plan Commission Report on discussion and action taken at the previous meeting, future agenda items and upcoming scheduled meetings.

5F. Public Safety and Welfare Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

5.G. Senior Advisory Report on discussion and action taken at the previous meeting, future agenda items and upcoming meetings.

1. The Senior Advisory Committee recommends adding a senior scholarship program to the existing youth scholarship program. The terms would match that of the existing program such that seniors (60+) who's income is lower than 200% of the Federal Poverty line could receive a \$250 scholarship for senior programming. Funds for the up to 10

scholarships would come from the Senior Trust Fund. Please see the policy and memo from Administrator Smith for more information.

2. The Senior Advisory Committee recommends approval of a resolution updating the Senior Dinner Party fees to \$10 and \$15 for a Senior Special Event from the current \$7. This is due to the increased cost of holding these events. In 2021 the Village held its first Senior Special Event with a wine tasting event and anticipates holding at least one in 2022. It has been several years since a change was made to these fees. There is no budgetary impact to the change because revenue offsets expenses. Please see the resolution and memo from Administrator Smith for more information.

8.A. The Village Board at the last budget meeting had asked about Community Survey options internally. Staff has prepared some questions that we could do monthly in this spirit. Please see the memo from Assistant Administrator McElroy-Anderson for more information.

9.A. Staff recommends approval of the LRIP grant application. This may allow the Village to receive a small amount of funds for our road program. The Village has received severally of these over the years. Please see the application and memo from Engineer/Public Works Director Judy Neu for more information.

11. Adjournment.





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## MEMORANDUM

To: Village Board

From: Jeremy Smith, Village Administrator

Re: Senior Scholarship Program and Senior Party Fee

Date: 10/20/2021

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The Senior Advisory Committee for the past 9 months has been looking into creating a scholarship program for Senior programming with funds coming from the Senior Trust Fund. This policy will follow all of the guidelines from the long standing Scholarship program for youth programming. While Senior programming is heavily subsidized by sponsorships and maintained at low costs for Seniors there still are barriers to participation for Seniors below the poverty line. The program would allow a senior to qualify for up to \$225 for Senior programming in a year if their income is at or below 200% of the poverty threshold. The Senior Advisory Committee is allocating \$2,500 in 2022 for the program (10 scholarships). The Senior Trust Fund can only be spent on senior programming and does not come from property tax dollars.

The Senior Advisory Committee also is recommending adjusting the pricing of senior Dinner Party's for 2022 based upon the significant increase in the cost of food and entertainment for these events that has been seen in 2021. Sponsorships have stayed flat so in order for these events to be cost neutral a price adjustment is necessary. The cost would go from \$7 per meal to \$10 per meal, and for Special Senior Events would be \$15. The Village held its first special Senior event with the Wine Tasting this fall. These dinner party's regularly sell out and the price has been flat for a few years. The Seniors Advisory Committee discussed at length the impact of the change in cost and felt this adjustment was overdue. The change in fee provides no additional tax implications because it offsets the increased costs of the event. Please see the resolution for more information.



# SUSSEX RECREATION FINANCIAL ASSISTANCE SCHOLARSHIP POLICY

## I. Purpose

The Village of Sussex strongly believes that all residents should have the opportunity to participate in Village sponsored recreation programs regardless of financial status. The Park and Recreation Board sets program registration fees annually. These fees are set based upon a cost recovery basis. Please review the following policy to determine eligibility for the Financial Assistance Scholarship:

## II. Eligibility

**A. Residency:** All Applicants must reside within the Village of Sussex. Residency is defined being a primary residence at a residential property that pays its real estate property taxes to the Village of Sussex.

**B. Income:** Applicants annual total household income must be at or below the threshold of 200% of the United States Federal Poverty Guidelines for the number of family members in the household. Households with incomes above this limit may apply for scholarship if there are extraordinary family expenses (i.e. Medical, Alimony, Educational Loans). These applications will be taken on a case-by-case basis.

**C. Funding:** The maximum funding for an individual is \$225 per year. Funding amount will be determined based upon financial need and available funds. Scholarship funding will only cover instructional programs run directly through the Sussex Parks & Recreation Department.

**D. Age:** Funding is available for individuals 17 & under and over 60.

## III. Guidelines.

**A.** Individuals must complete the Financial Assistance Scholarship Application Form and submit the application at least two weeks prior to the start of a program. The application must be completed and signed by the applicant and applicant's parent or guardian. A new application is required to be submitted each calendar year.

**B.** Applications will not be accepted for program registrations that have previously been processed.

**C.** The Administrative Services Director or their designee shall review the Application. In some cases, the Parks and Recreation Board and/or the Village Board may also review the Application. All information provided shall otherwise be kept confidential.

**D.** Financial Assistance Scholarship Application Forms must contain complete and true information. Incomplete or falsified information shall result in denial or revocation of requests. Scholarships are legally recoverable if paid and awarded based on false information supplied by the applicant and will nullify your request for future scholarships.

**E.** Applicants must meet the requirements of eligibility described in *Section II*.

**F.** Some programs may not be eligible for financial assistance when contracted services are used.

**G.** Financial assistance may not be granted when such assistance shall have a significant detrimental effect on the operation of the program.

**H.** Financial assistance shall not be granted for materials fees charged above and beyond the regular registration fee.

**I.** All program participants granted financial assistance shall remain in good standing with program instructors and the Recreation Department. Unsportsmanlike conduct and/or conduct detrimental to the program shall be grounds for removal of all financial assistance present and future.

**J.** All applications must allow a minimum of two weeks for processing. Applicants will be notified via email their funding status or by US mail if preferred

**K.** This list shall not be considered all-inclusive, and the Department reserves the right to refuse financial assistance to anyone.

**L.** Senior scholarships exclude senior special events.



# SUSSEX RECREATION DEPARTMENT

## Financial Assistance Scholarship Application

Please provide the following information in the appropriate section below

<b>Parent/Applicant Name:</b>	
<b>Daytime Telephone:</b>	
<b>Evening Telephone:</b>	
<b>Email Address:</b>	
<b>Street Address:</b>	
<b>City/State/Zip:</b>	

Name of Scholarship Applicants	Gender	Birth Date	Age	Grade

<b>Number of Adults in Household:</b>	
<b>Number of Children in Household:</b>	
<b>Total Annual Household Income:</b> <i>*List adjusted gross income from your most recent tax form</i>	

What Sussex Parks & Recreation Department programs have you participated in previously?

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Have you received any previous financial assistance through the Sussex Park & Recreation Department or any other agency?      Yes \_\_\_\_\_      No \_\_\_\_\_      If yes, please list the dates and programs:

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If you have had any additional extra ordinary expenses that you would like considered as part of this application please provide additional documentation regarding the type of expense and the amount.

Please Submit the Following items to be Submitted Along with this application

- Proof of Residency Document(s)- Copy of Driver License, Utility Bill, Residential Lease, Property Tax Bill
- Copy of Federal Income Tax returns (most recent)

I certify that all of the information I have provided on this form is complete and correct to the best of my knowledge. If requested of me, I agree to provide additional documentation as necessary to verify my identity, residency and financial status. I further certify that have read and understand the policy information on page one.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return Completed Application and Documents to the Following Address:  
 Sussex Civic Center  
 N64W23760 Main St.  
 Sussex, WI 53089

For Office Use Only	
Approved:	Amount Awarded:
Approved By:	Date:

RESOLUTION NO. 21-20

WHEREAS: From time to time the Senior Citizen Advisory Committee recommends adjustments of certain fees to reflect the cost increases realized by the Village over the past number of years for providing Senior Services, and

WHEREAS: This resolution implements those fee adjustments for various services provided by the Village in keeping with the Village Board's adopted budget, and

WHEREAS: These fee adjustments are related to the cost of providing service and are equal to or in most cases less than the actual cost of providing said service.

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

1. Senior party registration fee be increased to \$10.00.
2. Senior special event registrations be set at \$15.00
3. The Village Clerk is hereby authorized and directed to administratively implement these changes in all fee schedules, and for billing, collection, and financial record keeping purposes for the year 2022.

Adopted: October 26, 2021

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

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



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## MEMORANDUM

To: Village Board  
From: Kelsey McElroy-Anderson, Assistant Village Administrator  
Date: October 21, 2021  
**Re: Community Survey Process and Questions**

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During the 2022 budget process the Village Board requested that staff conduct surveys in-house in lieu of a paid community survey. Staff was directed to offer these surveys on the website, social media, at the Civic Center, and in various print publications. After researching various types of community surveying methods, I'm recommending asking one survey question each month, which is called a Pulse Survey. This method allows us to quickly collect information and monitor changes over time. It would allow us to adapt based on feedback we receive and would offer more insight than a point in time survey. The downside is that we won't collect as much information as quickly as we would if we sent out one longer survey.

In summary, we would ask one question (bullet below) per month. Each survey would also include a standing question asking "Is there anything else you would like to share?" to collect additional items on the mind of the resident. We may also want to consider asking if the individual lives in Sussex or somewhere else so we can filter responses accordingly. There is really no other way to limit responses just to residents. The questions would be available in the following places: website, social media, Civic Center, and utility bill. We will also promote the questions on interior and exterior signage. The goal is to make this engaging on social media by calling it "Feedback Friday", which is a play off of "What's Your Question Wednesday." I will track how the resident submitted their answer for further analysis if requested by the Board. Below is a list of proposed questions for further discussion by the Board. I can also add questions as they become a topic of interest to the Board or public. I just request that you email me these questions or topics or bring them up at a Board meeting. I will send out a summary of the responses each month for review by the Board.

- If you could change one thing about your community what would it be? <open ended>
- What is your favorite part about living in the Village of Sussex? <open ended>
- How would you rate the value of services for the taxes paid in Sussex? <excellent, good, fair, poor, unsure>
- Please indicate how likely or unlikely you are to recommend living in Sussex to someone who asks. <very likely, somewhat likely, somewhat unlikely, very unlikely, unsure>
- How do you rate the overall quality of life in Sussex? <excellent, good, fair, poor, unsure>
- If you could recruit one business to open in the Village of Sussex, what business would it be? <open ended>

- Rate your overall confidence in Sussex government. <excellent, good, fair, poor, unsure>
- Please rate how we are doing in Sussex at making all residents feel welcome. <excellent, good, fair, poor, unsure>
- Have you noticed a Village employee or department going above and beyond? We would love to hear about it! <open ended>
- Please rate the quality of each of the following services in Sussex: <excellent, good, fair, poor, unsure>
  - Public Information and Communication
  - Economic Development
  - Traffic Enforcement
  - Condition of Streets
  - Street Cleaning
  - Street Lighting
  - Snow Removal
  - Sidewalk Maintenance
  - Land Use, Planning, and Zoning
  - Code Enforcement
  - Building Inspection
  - Garbage and Recycling Collection
  - Drinking Water
  - Sewer Services
  - Storm Water Management (Storm Drainage, Retention Ponds, etc.)
  - Utility Billing
  - Police Services and Crime Prevention
  - Ambulance, Fire Services, Fire Prevention, and Fire Education
  - Preservation of Natural Areas
  - Leaf Collection, Brush Collection, and Christmas Tree Collection
  - Yard Waste Site
  - Village Parks
  - Recreation Programs or Classes
  - Special Events
  - Library Services
  - Public Elections Process
  - Older Adult Services
  - Facility Rentals



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## MEMORANDUM

To: Village Board  
From: Judith A. Neu, Village Engineer  
Date: October 12, 2021  
**Re: Local Road Improvement Program Grant Application**

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The Wisconsin Department of Transportation has announced the next round of the Local Road Improvement Program (LRIP) Grants for Municipalities. As such, I recommend that the Village apply for funding for the 2023 Road Improvement Program. The Grant Application includes the Terms and Conditions of the grant, so the application needs to be approved by the Village Board before it can be submitted to the County for further processing.

The 2023 Road Program includes repair and resurfacing of streets in the Sussex Heights/Prides subdivisions. The DOT requires that applicants list specific streets on which the work will be done. Therefore, I have selected Gale Drive and Michele Lane. The Terms and Conditions are similar to those that the Board has seen on LRIP agreements in the past.

The Application is due to Waukesha County by November 1, 2021. The County Municipal Street Improvement Committee will meet on November 11, 2021 to select the applications that will be forwarded to DOT for funding. Waukesha County will send the selected applications to DOT by January 15, 2022. Final projects selected by DOT for funding in Fiscal Year 2023 should receive the signed State Municipal Agreements by about July 15, 2022. There is about \$338,801.92 available to Cities and Villages with populations of less than 20,000 in Waukesha County, and 23 communities that could apply. The Committee is allowed to forward no more than 12 applications from those communities to the Wisconsin DOT. Past practice in the County has been that available funds are typically split equally between those communities that apply, so if selected, the grant would be \$28,233.49. Communities that received grants in the last biennium are less likely to be funded than those that did not. Sussex received funding in the last biennium, so our chances of being selected are not as good, but still worth applying.

I recommend that the Village Board approve the grant application.





**2022 - 2023**  
**Local Roads Improvement Program (LRIP)**  
**New Biennium Project**

On Route 2: **Michelle Ln**  
 At Route: **Oakcrest Rd**  
 Toward Route: **Donna Dr**

At Offset:	Section Length:	ADT:	Pavement Rating:
0 ft	317 ft	150	6
0 ft	264 ft	150	5
0 ft	1056 ft	150	5

Need for Improvement: **Surface Aging**

Other Work: **Adjust manholes, Re-establish crown, Storm sewer**

Are the WISLR ADT values and Pavement Ratings correct for all road sections? **Yes**

Thickness:	Travel Width (Per Lane):	Left Shoulder:	Curb & Gutter:	Right Shoulder:	Curb & Gutter:
<b>6.00 in</b>	<b>12 ft 0 in</b>	<b>4 ft 0 in</b>	<b>N</b>	<b>4 ft 0 in</b>	<b>N</b>

Will the existing pavement be removed/alterd? **Yes**

Identify Method: **Milled**

Will the base, subbase, or substandard soils be removed? **No**

Will the base, subbase be added? **No**

**Project Funding**

Has the Village requested or been approved for other federal or state funding for the improvement? **No**

Engineering:	<b>\$0.00</b>
Right-of-Way Acquisition:	<b>\$0.00</b>
Construction:	<b>\$116,150.00</b>
<b>Total Eligible Costs:</b>	<b>\$116,150.00</b>
Ineligible Improvement Costs:	<b>\$0.00</b>
<b>Total Improvement Costs:</b>	<b>\$116,150.00</b>
Approved LRIP Reimbursement Amount:	<b>\$0.00</b>

**Project Funding**

Biennium	Program Type	Funding Amount	Request Type	From Project	To Project	Date
2022 - 2023	MSILT	\$0.00	New Biennium Project			N/A
	Total	\$0.00				

**Project Attachments**

<b>OnRoute Gale Dr Map.png</b>	Project Location Map
<b>OnRoute Michelle Ln Map.png</b>	Project Location Map
<b>WISLR Map for Gale Drive.pdf</b>	Project Location Map
<b>WISLR Map for Michele Ln.pdf</b>	Project Location Map
<b>20211011 Capital Improvement Plan - Sussex Heights-Prides Area Road Improvements.pdf</b>	Improvement Plan

**2022 - 2023**  
**Local Roads Improvement Program (LRIP)**  
**New Biennium Project**

**Project Comments**

User	Date	Step	Comment
Neu, Judith	10/11/2021	3	Other work includes spot repairs/replacements of curb and gutter sections.

**Project Log**

Date	User	Request Type (ID)	Reference
10/11/2021 03:44 PM	Neu, Judith	New Biennium Project (130657)	Pending CVT - The in-progress status for an application initiated by a CVT.

**2022-2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION (continued)**

Wisconsin Department of Transportation DT2350

**Terms and Conditions**

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in *ch. Trans 206*.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of *s.86.31 Wis. Stats.* and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement – whichever is less - except for LRIP-S projects, which can be funded to a maximum of 90 percent (%) participation in eligible items or to the limit approved for the improvement, whichever is less.
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to setoff and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
  - a) The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
  - b) This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
  - c) The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

Submitting this application indicates that the Requestor is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.

<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> County	County of _____
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<b>X</b>	_____
(Head of Government/Designee – Signature)	(Date – mm/dd/yyyy)

_____	_____
(Print Name)	(Title)