



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, NOVEMBER 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 September 7, 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:
 - A. Use of Public Streets for Head Bangers Half Marathon c/o Silver Circle Sports Events, LLC. Agent: Sean Osborne
7. Consideration and possible action on Other Public Works Items:
 - A. Vista Run Public Utility Easement
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
September 7, 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 Markano

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Trustee Greg Zoellick, Trustee Stacy Riedel, 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 August 3, 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 Jarvis to recommend to the Village Board approval of bills for payment in the amount of \$323,441.29.

Motion carried 4-0.

5. Consideration and possible action on Utility Items:

None

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

None

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

A. Storm Brush Collection Policy

Ms. Neu presented the memo and discussion followed. Direction was provided to amend the policy to state that every effort will be made to give at least one weeks' notice before curbside collection begins. The percent of the community impacted in order to open the Yard Waste Site was lowered from 10% to 5%. The policy should also clarify that the normal curbside collection and Yard Waste Site rules still apply in these instances.

A motion by Adkins, seconded by Markano to recommend to the Village Board approval of the Storm Brush Collection Policy as amended.

Motion carried 4-0.

B. We Energies Easement on Village Property

A motion by Adkins, seconded by Uecker to recommend to the Village Board approval of the We Energies easement as presented.

Motion carried 4-0.

C. Street Light Conversion to LED

Trustee Jarvis asked if the LED lights would be same brightness as the ones there currently. He expressed concerns about safety. Ms. Neu responded that the brightness would be the same. Trustee Adkins asked if the light spillage off the road, specifically near houses, would be the same. Ms. Neu stated that this was discussed with We Energies. President LeDonne asked if the ROI included the We Energies credit. Ms. Neu clarified that the Main Street credit was not included in the ROI calculation.

A motion by Markano, seconded by Uecker to recommend to the Village Board approval of the street light conversion as presented.

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

10. Adjournment

A motion by Adkins, seconded by Markano to adjourn the meeting at 6:49 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

DRAFT

VILLAGE OF SUSSEX
PUBLIC WORKS COMMITTEE
BILLS FOR PAYMENT

11/2/2021

VENDOR	AMOUNT		%COMPLETED	NOTES
JOHNSON ELECTRIC, INC.	\$ 1,900.00	ELECTRIC SERVICES - MAPLE AVE RECON..-STREET LIGHTS	100.00%	
LE LONDE CONTRACTORS, INC.	\$ 77,955.29	2021 ROAD PROGRAM - SERVICES 9/15 - 10/28/2021	83.40%	
M SQUARED ENGINEERING, LLC	\$ 7,487.50	MAPLE & GOOD HOPE ROAD RECON. SURVEY - BALANCE DUE	100.00%	
MID CITY CORPORATION	\$ 5,009.30	REPAIR CURB/STOP W240N5684 HOLLY CT., SUSSEX	100.00%	BILL TO WILLIAM RYAN HOMES
MID CITY CORPORATION	\$ 5,041.00	REPAIR WATER MAIN - ELM DRIVE OFF WAUKESHA AVE.	100.00%	
R.A. SMITH	\$ 35,278.98	VISTA RUN PHASE 1 - PROF. SERV. 9/1-30/2021	ONGOING	BILL TO DEVELOPER: NEUMANN
R.A. SMITH	\$ 2,988.76	WOODLAND TRAILS S/D PHASE 1 - PROF. SERV. SEPT 2021	ONGOING	BILL TO DEVELOPER: NEUMANN
R.A. SMITH	\$ 3,560.76	WOODLAND TRAILS PHASE 2 - PROF. SERV. SEPT. 2021	ONGOING	BILL TO DEVELOPER: NEUMANN
THE SIGMA GROUP, INC.	\$ 443.52	SUSSEX PRESERVE #3 - PROF. SERV. THRU 9/30/2021	ONGOING	BILL TO DEVELOPER: SAWALL
THE SIGMA GROUP, INC.	\$ 2,965.00	CTHVV WATER MAIN - PROF. SERV. THRU 9/30/2021	47.00%	
TRIO ENGINEERING	\$ 475.00	WATER MAIN REDESIGN - PROF SERV. THRU 9/04/2021	53.00%	
TOTAL	\$ 143,105.11			



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MEMORANDUM

To: Public Works Committee
From: Jeremy Smith, Village Administrator
Re: Special Event Permit: Half Marathon
Date: October 27, 2021

Silver Circle Sports Events, LLC is a local company that specializes in race management and timing services. They were the company that timed the "I Run the Village 5K" in Village Park this summer. They have approached the Village of Sussex with the intent to use Village streets and park path to connect a half marathon on the Bugline Recreational Trail while avoiding Main Street. Silver Circle has operated many Bugline trail runs, but hasn't offered a route through Sussex yet. Silver Circle has approval from Waukesha County for the bugline trail and at the October Park Board received approval for use of Mapleway Trail.

They are looking to host the race on June 11, 2022. The race would begin and end in Menomonee Park. The Route Map is attached. The issue for the Public Works Committee to consider is the request to use portions of Public Streets for the race. The race would cross Waukesha Avenue, Maple Avenue, and use Champeny Road, Bowling Green Street, and Ivy Avenue before getting back on the bugline trail west, and vice-versa on the return leg back to Menomonee Falls.

The roadways will not be closed during the race and the race will provide volunteers to keep the participants safe at crossings. Any use of materials by the Village would require a payment for said use (i.e. cones, no parking etc.), but at this point no request has been made for the same. The Race will need to provide proof of insurance and name the Village as an additional insured.

Question for consideration:

1. Does the Public Works Committee approve the usage of Village streets for the race on June 11th.
2. Are there any other concerns or conditions that the Committee views as necessary for the event?

If recommended for approval this will go to the whole Village Board on November 9th.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: October 26, 2021
Re: Vista Run Public Utility Easement (Vail Lane)

In order to construct the road and utilities across the entire road frontage of the lots along Vail Lane in Phase 1 of the Vista Run and construct the Tee-Turn Around a portion these improvements needed to be constructed outside of the property currently owned by the Developer of Vista Run. The property is still owned by the Meissner Family who graciously agreed to grant an easement to the Village to allow these improvements to be installed. In later phases of the development, this easement will be released and replaced with road right of way.

Staff recommends that the Committee and Board approve the easement.

Public Utility Easement

Document Title

Document Number

Recording Area

Document Drafted By:

Eric Obarski

Return to:

Vista Run LLC

N27 W24025 Paul Ct., Ste. 100

Pewaukee, WI 53072

Attention: Eric Obarski

PIN: SUXV0227999009

Public Utility Easement

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Hickory Hill Farms Inc, hereinafter referred to as "Grantor", owner of land, hereby grants the Village of Sussex, hereinafter referred to as "Grantee" a public utility 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 piece of land containing 7803 square feet (0.18 acres) more or less, being a part of the grantor's premises more particularly described as an irregularly shaped piece of land abutting CSM # 12082 as recorded in the office of the Register of Deeds for Waukesha County on November 4th, 2020, as Document No. 4526994;

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.

1. Purpose: The purpose of this easement is to provide The Village of Sussex access to Public infrastructure that may be located within the easement area. The Village, herein referred to as Grantee, may access and use the easement area to maintain or repair Public infrastructure.
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 proximity to Grantee's facilities as to create a violation of any and all applicable State and local requirements.
4. 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.
5. 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.
6. 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:

Hickory Hill Farms, Inc.

By: [Signature]

Steven Meissner, Vice President

(Print name and title):

Acknowledged before me in Sion County, Iowa, on September 23, 2021 2021, by STEVEN MEISSNER

Managing Member, of Hickory Hill Farms Inc., in its name and on its behalf.

Notary Public Signature, State of Iowa

(NOTARY STAMP/SEAL)



[Signature]

Notary Public Signature, State of Iowa

Bradley K. De Jong

Notary Public Name (Typed or Printed)

My commission expires 11-04-22

Grantee:

Village of Sussex

By:

(Print name and title):

Acknowledged before me in Waukesha County, Wisconsin, on _____, 2021,
by _____

Serving as, _____ of The Village of Sussex, in its name and on its behalf.

Notary Public Signature, State of Wisconsin

(NOTARY STAMP/SEAL)

Notary Public Signature, State of Wisconsin

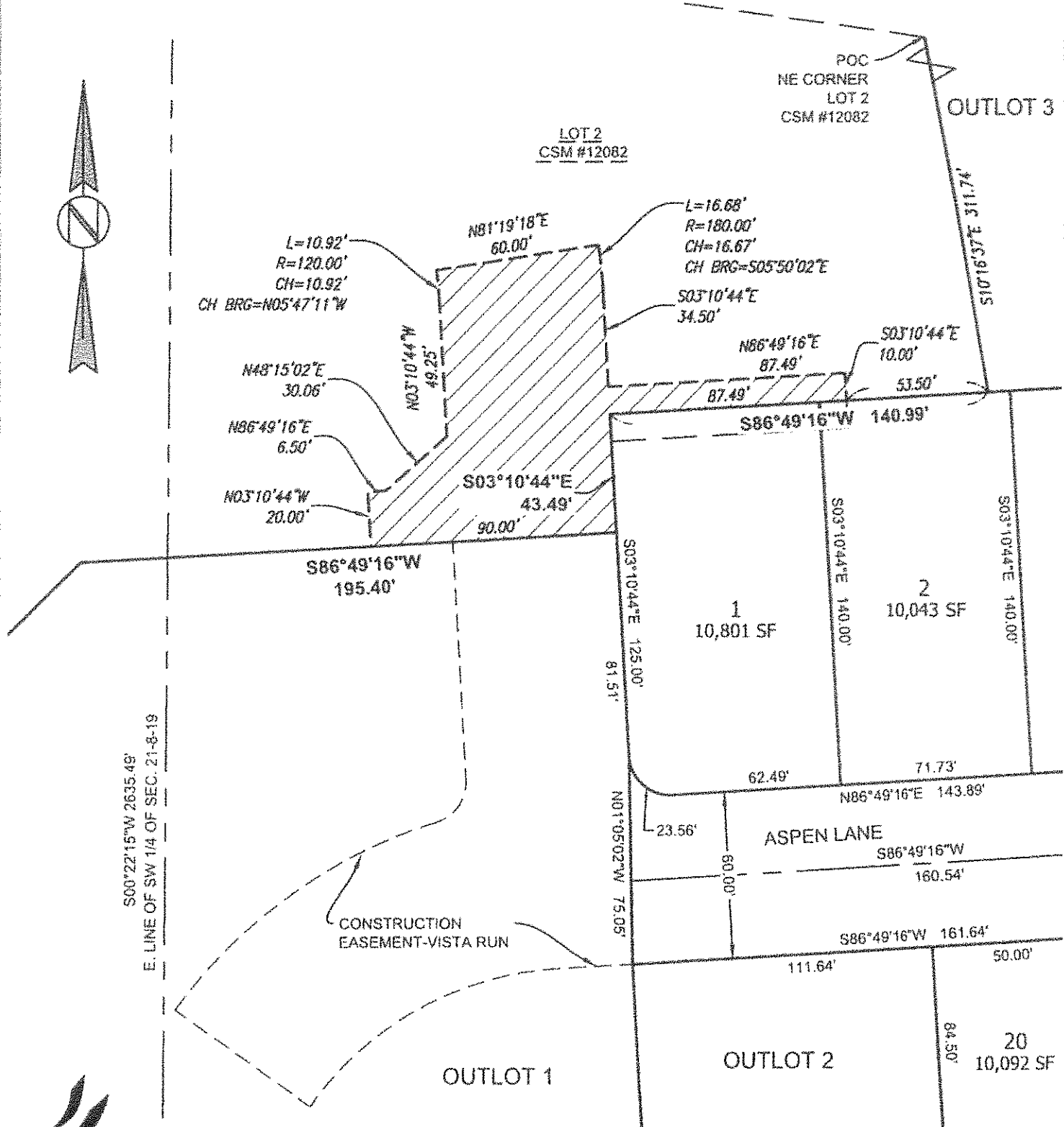
Notary Public Name (Typed or Printed)

My commission expires _____

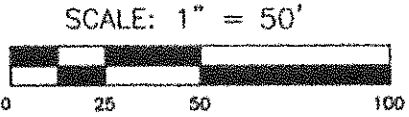
EXHIBIT "A"

EXHIBIT

PART OF LOT 2 OF CERTIFIED SURVEY MAP NO. 12082 BEING A PART OF THE NE. 1/4, SE. 1/4, SW. 1/4, AND NW. 1/4 OF THE SW. 1/4 AND THE SW. 1/4, AND NW. 1/4 OF THE SE. 1/4 OF SECTION 21, AND THE NE. 1/4 AND NW. 1/4 OF THE NW. 1/4 OF SECTION 28, T. 8N., R. 19E., VILLAGE OF SUSSEX, WAUKESHA COUNTY, WISCONSIN



PHONE: 414.949.8962
 501 MAPLE AVENUE
 DELAFIELD, WI 53018-9351
 www.sehinc.com





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MEMORANDUM

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

2021 Road Program

- The project and the majority of the punch list is complete.

Maple Avenue:

- Replacement of trees along Maple Avenue will be completed this fall.

Miscellaneous:

- Right of Way tree trimming along residential properties is done.
- 60% plans and specifications for the CTH VV water main west of STH 164 have been reviewed and are back in the designer's hands. The Plainview Water Main plans are done and ready to be wrapped into the CTH VV water main contract.
- Leaf Collection has started. At this time there aren't many piles out there as many trees are still holding onto their leaves.
- Antenna upgrades on the Salem Stand Pipe and Woodside Tower are being planned by T-Mobile and US Cellular. Verizon will also be replacing their generator at Woodside with a larger version.
- New lot corners for right of way purchased for the Good Hope Road and Maple Avenue projects have been set and plats of survey have been sent to residents.
- The new automatic gate is nearly complete at the Wastewater Treatment Plant.
- Woodside tower painting is done. After final inspection, the tower will be filled and disinfected before being put back into service. At that point, we can finish hydrant flushing in the northern part of the Village.
- We expect the LED street light conversion work to start sometime in January 2022.
- Pavement Condition Ratings are being completed throughout the Village.

Developments:

- Woodland Trails: Curb is in on all of Phase 2. The binder course of asphalt and sidewalk is done on all but Woodland Court, which will be completed in Spring. The top lift of asphalt has been installed on Phase 1. We expect a request to accept improvements soon.
- Sussex Preserve: The top lift of asphalt is complete through all phases. We expect to ask the Board to accept the improvements in the coming months.
- Vista Run: Sanitary, water and storm construction is done in Phase 1. Curb and binder course of asphalt in parts of the development are done. The remainder will be completed in the coming weeks. 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 2: The third 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 has started. The road and utility work and the remainder of the grading will be completed in Spring.