




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

**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, JANUARY 4, 2022
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 November 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. Purchase of E-Series Water Meters
6. Consideration and possible action on Sidewalk and Street Items:
 - A. Design update and policy questions on 2023 Road Program
7. Consideration and possible action on Other Public Works Items:
 - A. Resolution 22-1 setting forth the Main Street road closure for the Lions Daze Parade on July 17, 2022 and allowing the use of Village equipment for Lions Daze Special Event in 2022.
 - B. Waste Water Treatment Plant and Well 5 Roof Replacement Bid Update and Possible Action
8. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
 - B. Resolution 22-2, Accepting the Improvements and starting the warranty period for the Sussex Preserve Subdivision.
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**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
November 2, 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: President Anthony LeDonne, Trustee Greg Zoellick, Trustee Stacy Riedel, Financial Advisor with PFM Dave Anderson, Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, 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 Jarvis to approve the September 7, 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 Uecker to recommend to the Village Board approval of bills for payment in the amount of \$143,105.11.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

None

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

Member Adkins stated that the major intersections such as Waukesha and Maple should have deputies. Mr. Osborne representing Head Bangers Half Marathon confirmed that this would be the case.

A Motion by Jarvis, seconded by Uecker to make a positive recommendation to the Village Board to allow for the Head Bangers Half Marathon use of public roadways as presented.

Motion carried 4-0

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

A Motion by Uecker, seconded by Markano to approve of the Vista Run Public Utility Easement on the Meissner property 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 Jarvis to adjourn the meeting at 6:17 p.m.

Motion carried 4-0

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

VILLAGE OF SUSSEX
PUBLIC WORKS COMMITTEE
BILLS FOR PAYMENT

1/5/2022

VENDOR	AMOUNT		%COMPLETED	NOTES
AYRES ASSOCIATES, INC.	\$ 1,750.00	2021 PAVEMENT CONDITION RATING	100%	PREPAY - FINAL PAYMENT
MID CITY CORPORATION	\$ 29,442.24	WATER MAIN BREAK 164 (NEAR MCDONALDS)	100%	PREPAY - DUE DATE
R A SMITH	\$ 1,259.34	WOODLAND TRAILS S/D PHASE 1 - PROF. SERV. NOV. 2021	ONGOING	BILL TO DEVELOPER: NEUMANN
R A SMITH	\$ 4,538.12	WOODLAND TRAILS PHASE 2 - PROF. SERV. NOV. 2021	ONGOING	BILL TO DEVELOPER: NEUMANN
R A SMITH	\$ 10,821.08	VISTA RUN PHASE 1 - PROF. SERV. NOV. 2021	ONGOING	BILL TO DEVELOPER: NEUMANN
THE SIGMA GROUP, INC.	\$ 4,762.40	CTH VV WATER MAIN - PROF. SERV. NOV. 2021	64%	
NORTHWAY FENCE, INC.	\$ 31,770.00	WWTP NEW GATE	90%	
RUEKERT & MIELKE, INC.	\$ 1,285.75	GIS UPDATES	100%	GOOD HOPE RD, ADOPT A CB, COUNTY BASE MAPS
RUEKERT & MIELKE, INC.	\$ 23,920.00	2022 ANNUAL GIS HOSTING SERVICE	100%	2022 EXPENSE
TOTAL	\$ 109,548.93			

TO (OWNER): Village of Sussex
 N59 W23551 Clover Dr.
 Sussex, WI 53089

PROJECT: WWTP New Gate
 N59 W23551 Clover Dr.
 Sussex, WI 53089

APPLICATION NO: 1
PERIOD TO: 12/15/2021

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): Northway Fence Inc
 N57 W13250 Shenandoah Drive
 Menomonee Falls, WI 53051

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Chain Link Fences, Gates and Operator

CONTRACT DATE: 8/3/2021

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	35,300.00
2. Net Change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	35,300.00
4. TOTAL COMPLETED AND STORED TO DATE	\$	35,300.00
5. RETAINAGE:		
a. <u>10.00</u> % of Completed Work	\$	3,530.00
b. <u>0.00</u> % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b)	\$	3,530.00
6. TOTAL EARNED LESS RETAINAGE	\$	31,770.00
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	31,770.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE		
(Line 3 less Line 6)	\$	3,530.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Northway Fence Inc
 N57 W13250 Shenandoah Drive
 Menomonee Falls, WI 53051

By: Timothy P. Cassidy Vice President
 Date: 12/15/21

State of: WI

County of: Waukesha

Subscribed and Sworn to before me this 15th Day of December, 2021

Notary Public: Amanda A. Volk-Wahlen

My Commission Expires: 1/15/25



ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED:

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**AIA Type Document
Application and Certification for Payment**

TO (OWNER): Village of Sussex
N59 W23551 Clover Dr.
Sussex, WI 53089

PROJECT: WWTP New Gate
N59 W23551 Clover Dr.
Sussex, WI 53089

APPLICATION NO: 1
PERIOD TO: 12/15/2021

DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): Northway Fence Inc
N57 W13250 Shenandoah Drive
Menomonee Falls, WI 53051

VIA (ARCHITECT):

ARCHITECT'S PROJECT NO:

CONTRACT FOR: Chain Link Fences, Gates and Operator

CONTRACT DATE: 8/3/2021

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Furnished and installed new cantilever gate and operator	35,300.00	0.00	35,300.00	0.00	35,300.00	100.00	0.00	3,530.00
REPORT TOTALS		\$35,300.00	\$0.00	\$35,300.00	\$0.00	\$35,300.00	100.00	\$0.00	\$3,530.00



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MEMORANDUM

To: Public Works Committee
From: Jon Baumann, Public Works Foreman
Date: 12/14/2021
Re: Purchase of E-Series Water Meters

The Village of Sussex Water Utility is beginning a 4-year program to replace all water meters 1” and larger. With this program the Water Utility will replace meters/transmitters that are outdated and beyond their life cycle with newer technologies. As the mechanical components of the old meters wear down, the accuracy of the meter is also affected. In most cases the meter slows down which means lost revenue. The new meters are made of stainless steel which means they are “lead free” and there are no moving parts that wear out.

Staff is requesting to purchase:

30 – 1” E-Series meters w/ORION ME transmitters @ \$385.00 each = \$11,550.00
30 – 1 ½” E-Series meters w/ORION ME transmitters @ \$835.00 each = \$25,050.00
15 – 2” E-Series meters w/ORION ME transmitters @ \$1,105.00 each = \$16,575.00
3 – 3” E-Series meters w/ORION ME transmitters @ \$3,310.00 each = \$9,930.00

Total Cost: \$63,105

A total of \$85,000 was budgeted to purchase these meters as part of the 2022 Water Utility Budget. Additional meters may be purchased later in the year with remaining budgeted funds.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: December 16, 2021
Re: 2023 Road Program Update

Planning has started for the 2023 Road Program project. The design RFP will be issued soon. The project is located in the Prides, Maple View, Cobblestone Estates, Sussex Heights, Keystone and Canyon Meadows subdivisions. The work will consist of curb & gutter replacement, pavement patching, asphalt pavement replacement or resurfacing, and misc. repairs to Village owned utilities.

In October, Engineering staff started to scope the work for the design RFP by doing a visual inspection of all of the roads. We found that spot replacements of the curb & gutter within the project area would be necessary, but on the whole the curb appeared to be in good condition. However, some of the roadway pavement, particularly in the older portions of the neighborhood, were found to be significantly deteriorated and likely at the end of their useful life. As we discussed during the Capital Improvement Plan presentation, roads that were built in the 1960's and early 1970s could be at the end of their life cycle and due for reconstruction. As you can see on the enclosed maps, many of the roads in the neighborhood have a 2021 pavement condition rating of 5. Unfortunately, what we found in our visual inspection is that not all 5's are created equal. Some of the roads have pavements that will need significant pavement patching before they can be resurfaced. The good news is that the curb and gutter appeared to be in relatively good condition, so a traditional road reconstruction consisting of removing everything and starting over is not warranted. We can simply patch the curb as needed, remove the pavement, fix the gravel base as necessary, and repave. This is the process that we used successfully on Hi Tech Drive in 2021.

In order to be fiscally responsible, staff calculated the cost of patching and resurfacing vs. the cost to remove and replace the pavement in its entirety to determine where the patching / resurfacing cost exceeds the replacement cost. What we found was that if 36% or more of the asphalt pavement area needs to be patched before we can resurface, then it's more cost effective to perform full pavement replacement in that area.

The attached maps show the proposed work for each of the roads based on our initial inspections. As you can see, the most cost effective solution for many of the streets will be to simply patch and resurface (purple). However, we did find a number of streets that were significantly deteriorated and were obvious candidates for full pavement replacements (blue). The remainder of the roads, shown in green, are somewhere in between. Until we've actually marked, measured and calculated the amount of pavement patching needed on these roads (to determine if they fall above or below that 36% line), we cannot say whether the pavement should be replaced completely or just patched and resurfaced. Engineering staff plans to perform the more thorough inspections of each roadway section in Spring to verify the amount of base patching needed for each road.

Road Diet:

During our inspection we noted that two of the cul de sacs, Flintlock Court and Maize Court, had significantly more pavement and are wider than is typical and that a road diet could be considered for those streets. There is more pavement to maintain on those two roads than is technically necessary and therefore, the cost to maintain the pavement on these roads is higher. There is also more snow to remove, more storm water runoff, and less green space for those that live on the roads.

The Flintlock Court pavement has deteriorated to the point where full pavement removal is warranted, with roughly 50% of the pavement needing to be patched before resurfacing. Staff recommends that Flintlock Court be reconstructed to a standard cul de sac design. One option is shown on the attached map.

On Maize Court, it looks like about 25-30% of the pavement will need to be patched before resurfacing so it would not necessarily be a candidate for pavement replacement. The patch and resurface would cost between \$40,000 and \$45,000. However, we estimate that for approximately \$10,000 more, the road can be reconstructed to a standard cul de sac design that will have 40% less pavement than exists today which will provide significant long term cost savings. The attached map shows how it could look after reconstruction.

The road diet design work for Flintlock Court and Maize Court would consist of survey and design to narrow the entrance of the cul-de-sac, and then extend the driveways and the storm sewer as needed to match the new curb location.

Policy Question: Should staff proceed with the design for a “Road Diet” at Flintlock Ct and at Maize Ct?

Next Steps:

The next step will be to hire an engineering consultant to complete the plans and specs for the project. Village staff will be inspecting and documenting the needed repairs to the roads, curb, storm and sanitary structures, and valves and hydrants. Staff will also be coordinating the video inspection of the sanitary sewer and storm sewer to determine the work to be done on each pipe system and providing all of that information to the consultant. The consultant will be taking the information we provide and creating construction drawings and contract documents to bid the work. Doing nearly all of the up front design / research ensures that the work is scoped properly and helps to limit the cost of the design phase of the project, which we anticipate will save \$50,000 to \$60,000 in design fees.

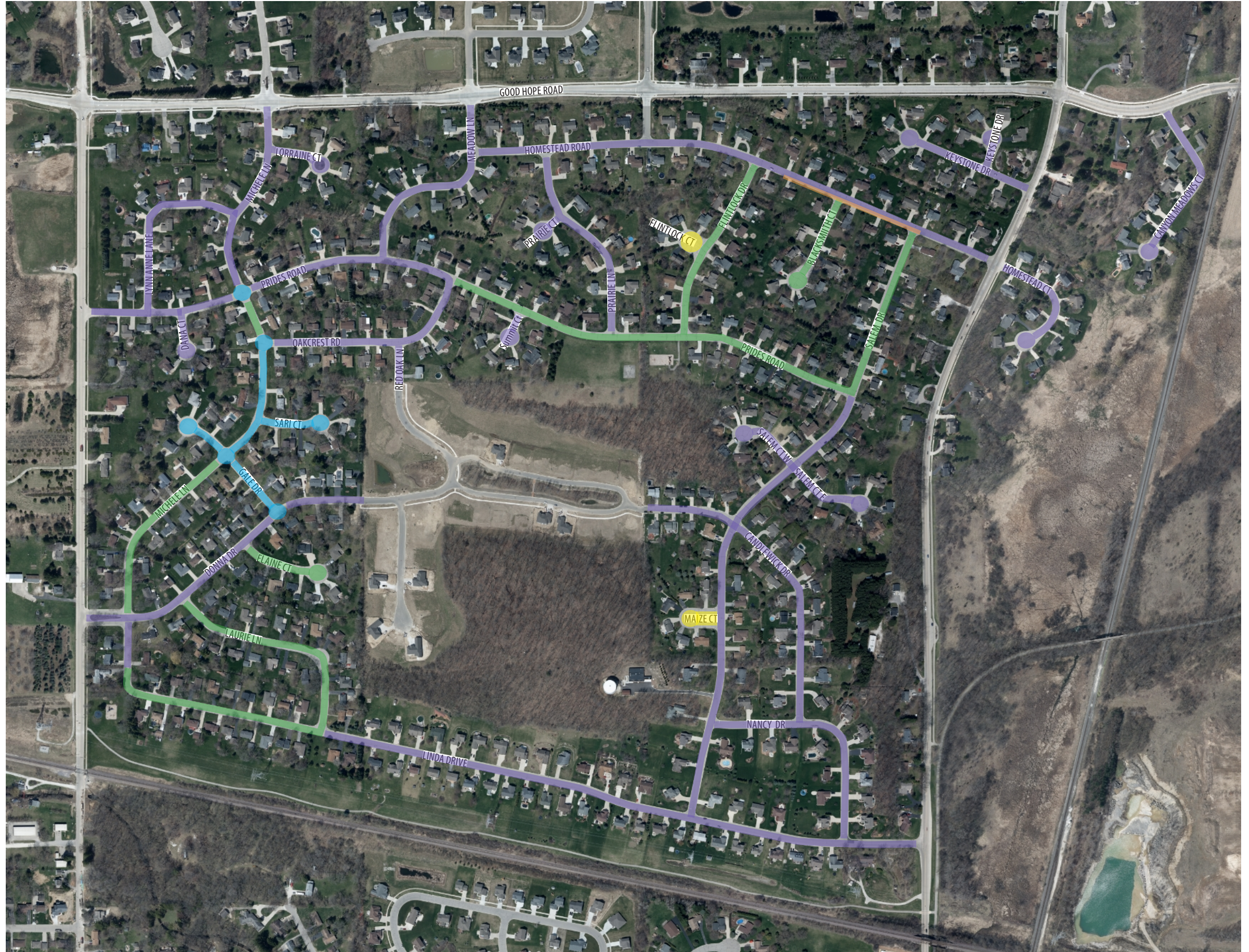
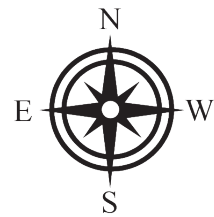
In addition, we have passed the first stage of the LRIP Grant process and it is likely that the Village will be receiving a grant in the amount of \$30,800.17 for the construction phase of this project.

2023 Road Program: Overall Concept Plan



LEGEND

-  = Mill & Overlay with Patching
-  = Potential Pavement Replacement
-  = Pavement Replacement
-  = Road Diet
-  = Pavement Recently Replaced



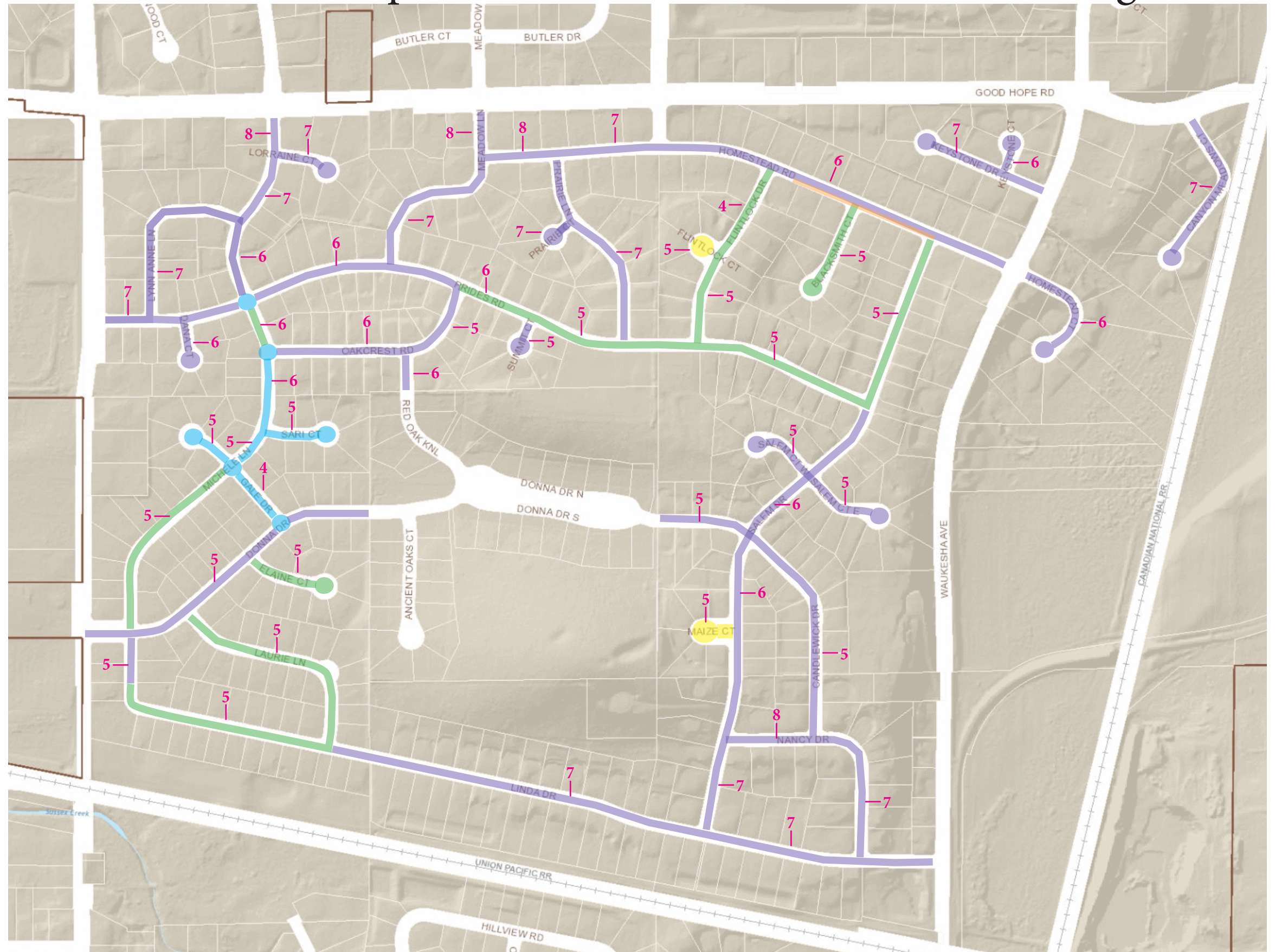
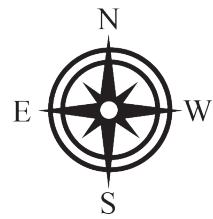
2023 Road Program: Overall Concept Plan with Pavement Condition Ratings

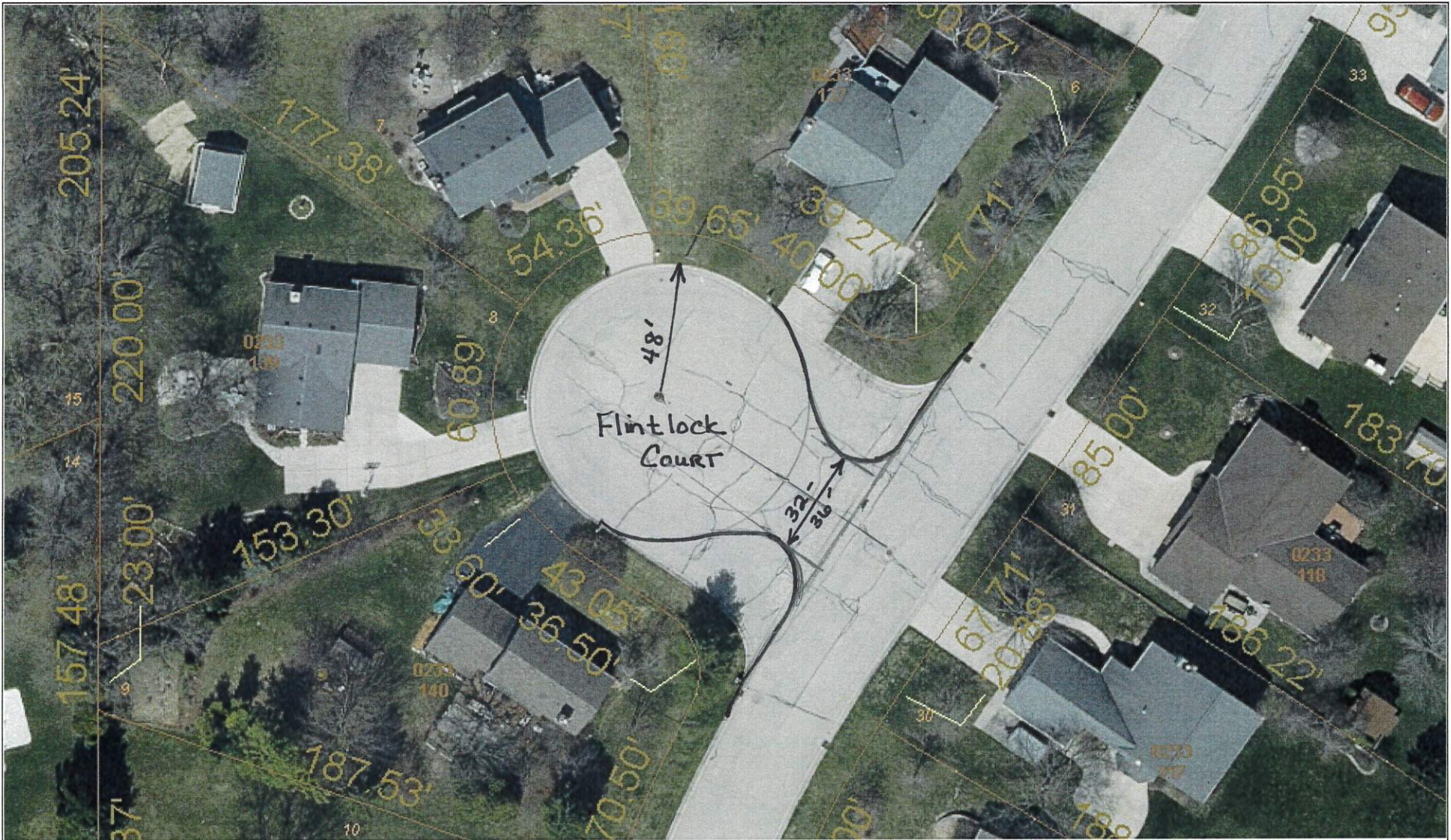


LEGEND

- = Mill & Overlay with Patching
- = Potential Pavement Replacement
- = Pavement Replacement
- = Road Diet
- = Pavement Recently Replaced

2021 Pavement Condition Rating (PCR) = **XX**





Village of Sussex

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Sussex does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

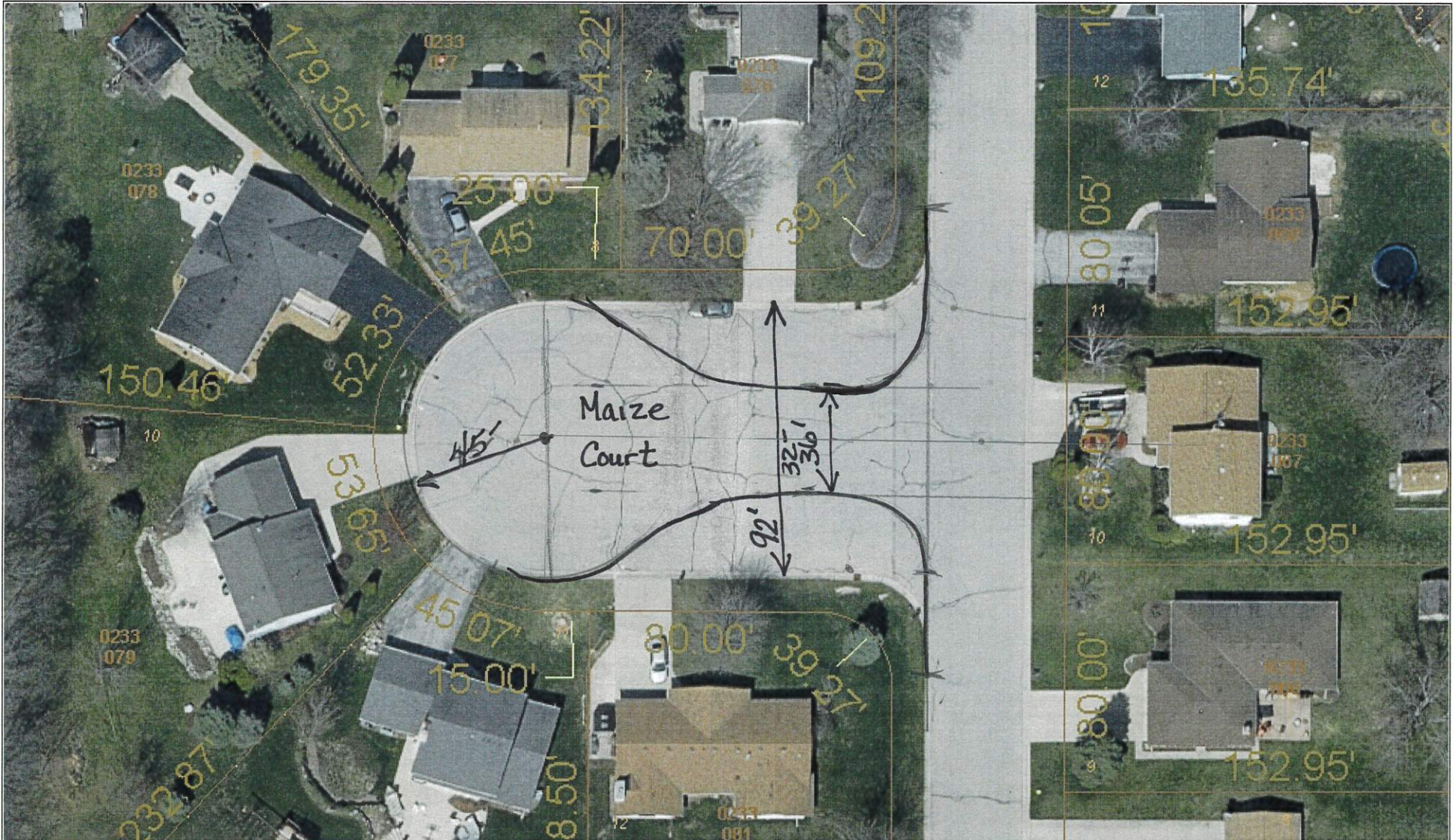


Village of Sussex
 N64 W23760 Main Street
 Sussex, WI 53089
 262-246-5200



SCALE: 1 = 50'

Print Date: 12/16/2021



Village of Sussex

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Village of Sussex
 N64 W23760 Main Street
 Sussex, WI 53089
 262-246-5200



SCALE: 1 = 50'

Print Date: 12/16/2021

RESOLUTION No. 22-1

WHEREAS: The Sussex Lions Club will sponsor their annual Lions Daze Event in Village Park July 15-17; and

WHEREAS: Lions Daze will require the closure of Kneiske Drive north to Ivy Avenue, Main Street from Waukesha Avenue, west to Weaver Drive at the entrance to Village Park, between the hours of 10:00 a.m. and 12:00 p.m. on Sunday, July 17, 2021; and

WHEREAS: The Village has a good working relationship with the Lions Club and a vested interest in their event's success, the Village hereby offers to allow for the use of Village owned equipment, which includes the bucket truck and front-end loader, before, during and after the scheduled Lions Daze event; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sussex approves the Main Street and Kneiske Drive road closures for Lions Daze Parade on July 17, 2022.

Adopted this ____ day of _____, 2022.

Anthony J. LeDonne
President, Village of Sussex

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



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 7/17/22
Start Time 9 AM End Time 12pm
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] Date 12/12/21

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

December 12, 2021

Re: Sussex Lions Daze Parade on Sunday July 17th, 2022 – 10:30am

Dear Sussex Village Board,

The Sussex Lions Club will sponsor the annual Lions Daze Parade on Sunday July 18th, 2021. The parade will be held in conjunction with the celebration of Lions Daze in the Village Park from July 15th to July 18th. 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
W239 N7180 Maple Ave
Sussex, WI 53089
262-894-1010
rickbvodicka@gmail.com

cc: Capt. Lisa Panas
Lions Daze Chairmen



Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people and/or open to the public. Reservations must be made 45 days in advance and are subject to an approval process.

ORGANIZATION INFORMATION

Name of Organization: Sussex Lions Club
Address: PO Box 22 City, State, Zip: Sussex, WI 53089
Website: www.sussexlions.org Tax Exempt Number (attach proof): _____

CONTACT INFORMATION

Event Contact Person: Rick Vodicka Email: rickvodicka@gmail.com
Day Phone: _____ Evening Phone: _____ Cell Phone: 262-894-1010
Alternate Contact: _____ Email: _____
Day Phone: _____ Evening Phone: _____ Cell Phone: _____

EVENT INFORMATION - Answer all questions completely

Name of Event: Sussex Lions Daze
Date(s) of Rental: 7/15/22 - 7/17/22
Rental Hours (including set-up/take-down): see Attached doc
Estimated Parking Needs: Village Park + Apple Ave Sch. Estimated Attendance: 75,000
Location of Event: Village Park Armory Park Civic Center

Check the following applicable components of your event:

- Fundraiser
- Sell concessions/Sales of Any Kind
- Food Trucks
- Fireworks Display

- Overnight Camping
- Attracts more than 200 people
- Amusement Rides, Inflatables
- Tractor Show/Pull
- Parade or Run/Walk event
- Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:

Sussex Lions Daze is a weekend fundraiser in Village Park. Additional Docs attached for Parade, Street Closure, & Use of Equipment. Village COI also attached.

RENTAL FEES:

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.

RENTABLE SPACES:

Park Open Air Shelters

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- _____ \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- _____ \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- _____ \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- _____ \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

Enclosed Facilities

- _____ \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- _____ \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- _____ \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

NEW ... The Grove at Village Park (2 Hour Minimum)

The Oak Room

(Capacity 150)

(Seated at Tables 104)

- _____ \$55/ hour (R)
- _____ \$69/ hour (NR)

The Maple Room & Kitchen

(Capacity 75)

(Seated at Tables 48)

- _____ \$45/ hour (R)
- _____ \$57/ hour (NR)

Green Space (Approval Needed)

- _____ \$25R/ \$32NR (Village Park Designated Green Space)
- _____ \$25R/ \$32NR Circlemasters Green Space

Additional Option

- _____ \$20 Lion's Building Indoor Restrooms (per day)

You will have access to these indoor restrooms from the outside of the building. Parks crew will open them prior to your event.

Soccer Fields (3 hour period per rental)

- _____ \$30 Armory #1-6 _____ \$5 Armory #7

Baseball/Softball Diamonds (3 hour period/field)

- _____ \$15 Village Park #1 South
- _____ \$15 Village Park #2 Central
- _____ \$15 Village Park #3 North
- _____ \$15 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$15 Hardball Diamond
- _____ \$15 Armory Park #1
- _____ \$15 Armory Park #2
- _____ \$15 Armory Park #3
- _____ \$15 Armory Park #4 (T-ball/Little League)
- _____ \$15 Field Prep Per Diamond
- _____ \$200 Tournament Fee per field

Disc Golf

- _____ \$100R/ \$125NR Closure for special event
- _____ \$25R/ \$32NR League (3 hour period per day)

Tennis Courts (fee per court)

- _____ \$10R/ \$13NR Melinda Weaver #1
- _____ \$10R/ \$13NR Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10R/ \$13NR Village Park #1
- _____ \$10R/ \$13NR Village Park #2

Rental time must include set-up, take-down and clean-up time.	
Deposit:	_____
Rental Fees:	_____
Extra Fees (p3):	_____
TOTAL FEES:	_____

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?		X		
Will there be outdoor amplified sound?		X	See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?		X	\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)		X	\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?		X	Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Will items or services be sold or given away at the event?		X	A State Sellers/Raffle permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?		X	Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?		X	The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?		X	Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?		X	Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	We Handle
Do you plan to provide additional portable toilets at your event based on expected attendance?		X	Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?		X	\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?		X	Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?		X	Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?		X	Show on site plan.	
Are you requesting the use of traffic safety equipment, signs or barricades?		X	On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?		X	A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	
Have you provided a copy of the event liability insurance to the Village of Sussex with the Village of Sussex named as additionally insured?		X		
TOTAL OF FEES				

Village Park Site Map



2022 Sussex Lions Daze Park Rental Request

Sussex Lions Club

PO Box 22

Sussex, WI 53089

Agent: Rick Vodicka

Phone: 262-894-1010

Email: rickvodicka@gmail.com

*****All rentals are at Sussex Village Park on Weaver Dr.*****

Reservations:

Village Park – The Grove Building

Friday	7/15/22	5:00 PM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Ball Diamond #1 South

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Ball Diamond #2 Central

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Ball Diamond #3 North – **No Prep of North Diamond Required*****

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Hardball Diamond

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Lighted Diamond

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Village Park Disc Golf - Closed

Monday	7/11/22	6:00 AM – 11:00 PM
Tuesday	7/12/22	6:00 AM – 11:00 PM
Wednesday	7/13/22	6:00 AM – 11:00 PM
Thursday	7/14/22	6:00 AM – 11:00 PM
Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Early Day Open Air Shelter

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Lion’s Building

Wednesday	7/13/22	6:00 AM – 11:00 PM
Thursday	7/14/22	6:00 AM – 11:00 PM
Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Lion’s Open-Air Shelter

Monday	7/11/22	6:00 AM – 11:00 PM
Tuesday	7/12/22	6:00 AM – 11:00 PM
Wednesday	7/13/22	6:00 AM – 11:00 PM
Thursday	7/14/22	6:00 AM – 11:00 PM
Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – North Open-Air Shelter

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Village Park Open Space

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Volleyball Court #1

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM

Village Park – Volleyball Court #2

Friday	7/15/22	6:00 AM – 11:00 PM
Saturday	7/16/22	6:00 AM – 11:00 PM
Sunday	7/17/22	6:00 AM – 11:00 PM



**Sussex
LIONS CLUB INC.**

Post Office Box 22
Sussex, Wisconsin 53089

December 12, 2021

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

Subject: Sussex Lions Daze 2022

Dear Jeremy,

Please accept this letter on behalf of the Sussex Lions Club, Inc. to request the use of Village Park for Lions Daze 2022.

The dates for Lions Daze 2022 are July 15, 16, and 17, 2022.

We will need use of the park from July 11th thru July 18th, 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,

A handwritten signature in black ink, appearing to read "Rick Vodicka", with a long, sweeping flourish extending to the right.

Rick Vodicka
Sussex Lions Daze
W239 N7180 Maple Ave
Sussex, WI 53089
262-894-1010
rickvodicka@gmail.com

cc: Capt. Lisa Panas
Lions Daze Chairmen



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

MEMORANDUM

To: Public Works Committee
From: Dennis Wolf, Assistant Director of Public Works
Date: 12/30/2021
Re: WWTP/Well #5 Roof Replacement

The roofs over the lunch room/shop and filter building garage at the wastewater treatment plant and the roof at Well #5 need to be replaced. All of the roofs have leaks, and the membrane is showing significant signs of aging with holes and seam separation in many areas. An estimated price for replacement was received in 2021, and was approved by the Sussex Village Board. The estimated costs were \$205,000 for the wastewater treatment plant roofs, and \$75,000 for Well #5.

During the bidding process, staff requested one bid for the wastewater plant roofs, and two bids for the Well #5 roofs from contractors. The style of replacement at the wastewater treatment plant is an asphaltic roof, and at Well #5, the base bid is for an EPDM rubber membrane, with an alternate bid for an asphaltic roof. The initial cost for an asphaltic roof is higher, however it has a 30-year warranty versus a 15-year warranty for an EPDM membrane roof. Staff wanted to compare the costs of both styles of replacements to determine if similar scopes of work would result in a cost savings for the water utility.

The following bids were received:

Contractor	WWTP	Well #5 EPDM	Base Bid Total	Well #5 Alternate	Alternate Bid Total
Pioneer Roofing	\$289,865	\$171,295	\$461,160	\$194,700	\$484,565
Langer Roofing	\$248,325	\$167,210	\$415,535	\$192,995	\$441,320

A third bid was incomplete, and rejected from consideration.

Due to material and labor costs rising significantly since last July, the cost of the project has exceeded our estimate. Staff would like to present four options for consideration.

1. Award the bid to Langer Roofing, who submitted the lowest base bid and alternate bid. While the alternate bid would add \$25,785 in up-front costs, it would save \$174,500 in a longer warranty and a better-quality roof. For this option, staff recommends accepting the alternated bid of \$441,320, allocating additional resources to cover the extra costs. Staff would recommend adding a 10% contingency for unforeseen repairs, at \$44,132, for a total cost of \$485,452.

2. Rejecting all bids and re-bidding later with the hope that supply chain issues abate, possibly lowering material costs. Our consultant doesn't project a stabilization in costs until 2024 due to higher than normal demands in the roofing industry.
3. Accepting the scope of work for the wastewater treatment plant, and re-bidding one roof replacement at Well #5. The remaining roof sections at Well #5 would be budgeted in 2023.
4. Rejecting all bids and re-bidding with a reduced scope of work. The reduced scope of work would be to bid one roof at the wastewater treatment plant, and one section of roof at Well #5. The remaining work would be budgeted for 2023.



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

MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: December 16, 2021
Re: Engineering Monthly Report – January 2022

Miscellaneous:

- 90% 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. Bidding is expected in January.
- Leaf Collection has wrapped up for the year.
- Our Local Road Certification has been submitted to the DOT. We've added about 4 miles of road in 2021.
- Sussex has been selected by Waukesha County to be a focus community for the Adopt a Drain program. There is no cost to us and County staff handles the logistics of the program.
- We will be training a few new plow drivers again this year.
- 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.
- Vista Run: Curb and binder course of asphalt is done in Phase 1. The Developer has lots ready for construction.
- 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 road and utility work and the remainder of the grading will be completed in Spring.

RESOLUTION NO. 22-2

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the Final Plats for the Sussex Preserve subdivision, and

WHEREAS: As required by the Village's Subdivision Control Ordinances and the Developer's Agreement, the Developer has installed the necessary public improvements in Phases 1, 2 and 3 of the subdivision, and

WHEREAS: The sanitary sewer; storm sewer; water mains; water laterals; stormwater management facilities; public streets including curbs, pavement, sidewalks and paths; street lights; street signs and traffic control signs; and street trees along all streets in the subdivision have been completed and recommended by the Public Works Committee to be accepted.

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

1. The public improvements as described above are hereby accepted by the Village and the warranty date for said portion of the system begins on January 11, 2021 and shall last until March 11, 2023. The Village shall release the entire letter of credit for Phase 1, and reduce the letter of credit for Phases 2 and 3 of the development down to 10% of the total subdivision improvements costs minus the cost of the street trees once the cash surety for the street trees is in place.

Adopted _____

Village President

ATTEST: _____
Clerk-Treasurer



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

MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: December 16, 2021
Re: Sussex Preserve Subdivision – Phases 1, 2 and 3: Acceptance of Improvements

The Developer of the Sussex Preserve Subdivision has completed the construction of public improvements in Phases 1, 2 and 3 of the development. Staff has inspected these improvements and finds them to be acceptable.

Improvements included:

- Sanitary Sewer
- Storm Sewer
- Water Mains and water laterals to the curb stop
- Stormwater Management facilities
- Public streets, curbs, sidewalks and paths
- Street lights
- Street signs and traffic control signs
- Street trees

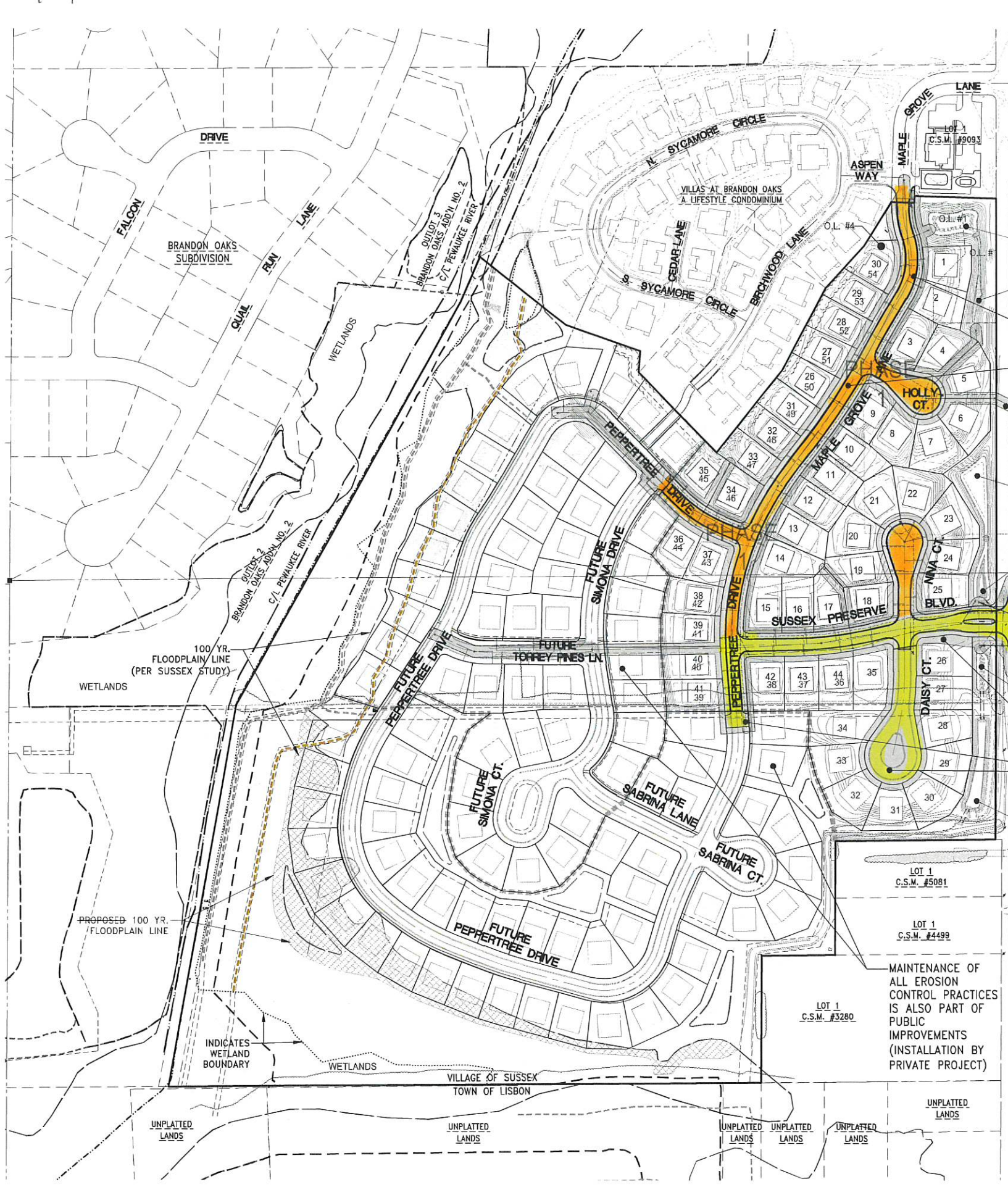
Staff recommends that the Committee recommend acceptance of the Public Improvements in Phases 1, 2 and 3 of the Sussex Preserve subdivision to the Village Board.

Street tree installation has been taking place after each of the homes is constructed. Because there are vacant lots throughout the development, not all of the street trees have been planted. Therefore, Staff recommends that the Developer provide cash surety for the remaining street trees within the development to cover the cost of the street trees. This surety would be reduced from time to time as the trees are installed.

Section 236 of the State Statutes only allows the letter of credit to be held for 14 months. The majority of the improvements in Phase 1 were built in 2015 and 2016, including the binder course of asphalt. The surface course of asphalt was installed in August 2020 with the exception of Sussex Preserve Boulevard and Peppertree Drive south of Sussex Preserve Boulevard which was used as access for construction of phases 2 and 3 and was paved on October 26, 2021. Therefore, Staff recommends the following:

- Require the Developer provide cash surety for the remaining street trees within the development.
- The only warranty for Phase 1 would be on Sussex Preserve Boulevard and Peppertree Drive South (+/- 175 feet) and that warranty should be 14 months.
- Release of the entire letter of credit for Phase 1.
- Require a 14 month warranty for the improvements in Phases 2 and 3.
- Reduce the letter of credit for Phases 2 and 3 down to 10% of the total subdivision improvement costs for those phases, less the cost of the street trees once the cash surety is in place.

12/8/21



Sussex Preserve Phase I - Surface Paved in August 2020 (8/17/20)

1. Maple Grove Ln (Partial)
2. Holly Ct
3. Peppertree Dr North (Partial)
4. Nina Ct

Sussex Preserve Phase I - Surface Paved in October, 2021 (10/26/21)

1. Daisy Ct.
2. Sussex Preserve Blvd
3. Peppertree Dr South (Partial)

LEGEND:

- - - 905 - - - EXISTING CONTOUR
- - - PROPOSED CONTOUR
- × 905.00 - PROPOSED SPOT ELEVATION
- ← - PROPOSED FLOW ARROW
- - - PROPOSED SANITARY SEWER
- - - PROPOSED STORM SEWER
- - - PROPOSED WATER MAIN

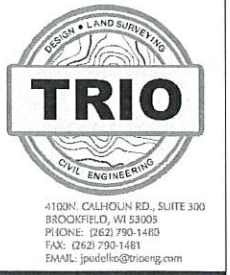
PHASE 1 PUBLIC IMPROVEMENTS:
 PHASE 1 SUBDIVISION PUBLIC IMPROVEMENTS SHALL CONSIST OF INSTALLATION OF SANITARY SEWER, WATER MAIN AND STORM SEWER UTILITIES, INSTALLATION OF A CONCRETE SIDEWALK, INSTALLATION OF ROAD BASE, CURB AND GUTTER, ASPHALT PAVING, BACKFILLING BEHIND CURBS, FINISH GRADING IN THE PROPOSED ROADWAY AND UTILITY INSTALLATION AREAS, RESPREADING TOPSOIL, SEEDING, MATTING, MULCHING AND/OR HYDROSEEDING AREAS DISTURBED DURING CONSTRUCTION.

PHASE 1 PRIVATE IMPROVEMENTS:
 PHASE 1 SUBDIVISION PRIVATE IMPROVEMENTS SHALL CONSIST OF POND & INFILTRATION BASIN CONSTRUCTION, INSTALLATION OF POND & INFILTRATION BASIN OUTLET STRUCTURES, FINISH GRADING THE PROPOSED LOT AREAS, RESPREADING TOPSOIL, SEEDING, MATTING, MULCHING AND/OR HYDROSEEDING AREAS DISTURBED DURING CONSTRUCTION.

RECORD DRAWING
10/24/2019

CONTRACTOR IS REQUIRED TO CONTACT DIGGERS HOTLINE TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND UTILITIES PRIOR TO COMMENCING THE WORK. WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.
CALL DIGGERS HOTLINE 1-800-242-8511

NOTE:
 EXISTING UNDERGROUND UTILITY INFORMATION WAS OBTAINED FROM AVAILABLE RECORDS. THE ENGINEER MAKES NO GUARANTEE AS TO THE ACCURACY OF THIS INFORMATION. VERIFICATION TO THE SATISFACTION OF THE CONTRACTOR OF ALL UNDERGROUND UTILITIES, WHETHER OR NOT SHOWN ON THE PLANS, SHALL BE ASSUMED AS A CONDITION OF THE CONTRACT. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN LOCATION OF UTILITIES IN THE FIELD AND LOCATIONS SHOWN ON THE PLANS.



PROJECT:
SUSSEX PRESERVE
 VILLAGE OF SUSSEX, WISCONSIN
PREPARED FOR:
 SAWALL DEVELOPMENT
 4375 PILGRIM HOLLOW COURT
 BROOKFIELD, WI 53005

REVISION HISTORY

DATE	DESCRIPTION
10/24/19	PER VILLAGE COMMENTS
04/11/19	PER VILLAGE COMMENTS
09/14/18	PER VILLAGE COMMENTS
03/30/18	PER VILLAGE COMMENTS
12/07/17	PER VILLAGE COMMENTS
11/23/16	PHASE 1 AS BUILT PLANS

DATE:
 OCTOBER 24, 2019

JOB NUMBER:
 07011

DESCRIPTION:
 OVERALL
 GRADING PLAN

SHEET

C1.0