



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 PM TUESDAY, OCTOBER 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. If a Quorum of the Village Board is present the Chairman shall note 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 6, 2022 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. The 2022/2023 Waukesha County Salt Contract
 - B. Stormwater Credit for property at N68W25424 Silver Spring Drive
 - C. Stormwater Easement with respect to Highlands Corporate Park Phase A.
6. Consideration and possible action on Sidewalk and Street Items:
7. Consideration and possible action on Other Public Works Items:
8. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
9. Other discussions for future agenda topics

10. Adjournment

Scott Adkins
Chairperson

Jeremy Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE PUBLIC WORKS COMMITTEE AND ARE
SUBJECT TO CHANGE UPON APPROVAL**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
September 6, 2022**

1. Roll Call:

The meeting was called to order by Trustee Scott Adkins at 6:00PM

Members present: Member Keith Markano, Trustee Lee Uecker, Trustee Benjamin Jarvis, Trustee Scott Adkins.

Members Excused: None

Also present: Village Engineer/Public Works Director Judith Neu, Village Administrator Jeremy Smith, Village President Anthony LeDonne, Public Workers Foreman Scott Ascher and members of the Public.

A quorum of the Village Board was not present at the meeting.

2. Consideration and possible action on minutes:

A motion by Markano, seconded by Uecker to approve the August 2, 2022 meeting minutes as presented.

Motion carried 4-0

3. Comments from Citizens: None

4. Consideration and possible action on bills for payment:

A motion by Uecker, seconded by Jarvis to recommend to the Village Board approval of bills for payment in the amount of 48,771.75.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

A. A motion by Adkins, seconded by Jarvis to approve the new Courtyard Hydrant Maintenance Agreement.

Motion carried 4-0

B. A motion by Markano, seconded by Jarvis to approve the purchase of a John Deere 6110 tractor with Tiger Mowers from Proven Power, Inc.

Motion carried 4-0

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

A motion by Adkins, seconded by Jarvis to recommend to the Village Board approval of the Highlands Stormwater Easement.

Motion carried 4-0

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

A motion by Adkins, seconded by Uecker for Sled Bugs use of Village Trails for Snowmobiles.

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: None

10. Adjournment

A motion by Adkins, seconded by Markano to adjourn the meeting at 6:27PM.

Motion carried 4-0

Respectfully submitted,

Jeremy Smith
Village Administrator

DRAFT

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

10/4/2022

VENDOR	AMOUNT		%COMPLETED	NOTES
MTEC ENVIRONMENTAL, INC.	\$ 6,350.00	TREE REPLACEMENT - STREETS, PARKS, THE LOFTS	100.0%	PREPAID - DUE DATE \$500 BILL TO DEVELOPER: SAWALL
R A SMITH	\$ 2,491.50	VISTA RUN PHASE 1 - PROFESSIONAL SERVICES AUGUST 2022	ONGOING	BILL TO DEVELOPER: NEUMANN
R A SMITH	\$ 42.50	VISTA RUN PHASE 2 - PROFESSIONAL SERVICES JULY 2022	ONGOING	BILL TO DEVELOPER: NEUMANN
R A SMITH	\$ 17,521.50	VISTA RUN PHASE 2 - PROFESSIONAL SERVICES AUGUST 2022	ONGOING	BILL TO DEVELOPER: NEUMANN
RUEKERT & MIELKE, INC.	\$ 1,215.60	GIS DATA MAINTENANCE - PROF. SERV. 7/16-8/12/2022	100.0%	
TOTAL	\$ 27,621.10			



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: September 20, 2022
Re: Salt Purchase 2022/2023 Season

Waukesha County has issued our Salt Agreement, which the Village Board must review and approve each year. The price of salt is \$83.31 per ton, which is \$1.74 less than last year (about a 2% decrease). The quantity of salt available to us will remain at 2,100 tons. We only pay for what we use. In the 2021/2022 season we used 1,159 tons. The County purchases salt through the State contract and is the least expensive price available to us. Staff recommends that the Board approve the agreement.



Waukesha County

Department of Public Works

August 9, 2021

Village of Sussex, Public Works
Judith Neu
N64W23760 Main St.
Sussex, WI 53089

Re: Salt for **2022-2023** Season

Dear Village of Sussex, Public Works :

Waukesha County will continue with the new way our salt agreements and sales were instituted.

1. We will continue to use a 5-year rolling average based on your municipality's use for ordering your salt quantity. This is how county salt is ordered.
 - a. Your current average is **1461 tons**.
 - b. You requested **2100 tons** for this season.
 - c. Your last season's salt usage was **1159 tons**.

Should you exceed your average annual use, the County's current inventory of available salt and salt yet to be ordered will be used to determine if you can purchase more than the allocation.

2. Waukesha County will continue to add a storage and handling fee to the salt. This will only apply to salt used and is included in the price agreement.
3. All salt picked up will be weighed in tons. Any salt returned must be returned and re-scaled at the Highway Operations Center located at 1641 Woodburn Road, Waukesha, 53188. We have a new certified scale in operation for the upcoming season.

Please review the attached Letter of Agreement carefully. If you are in agreement with its terms and conditions, sign and date both forms, keep one for your records and return the other to us in the enclosed envelope no later than **Monday October 31, 2021**.

If you have any questions concerning this agreement or change in terms, please contact me by email BRauchle@waukeshacounty.gov or at 262-548-7843 between 6:30 a.m. and 3:00 p.m., Monday thru Friday.

Sincerely,

Robert W. Rauchle
Highway Operations Manager

Enc.

Paul Farrow
County Executive



Allison Bussler
Director

WAUKESHA COUNTY
DEPARTMENT OF PUBLIC WORKS

**Letter of Agreement: Waukesha County to Provide Winter Materials to
Village of Sussex**

This agreement made and entered into the _____ day of _____, 2022 between Waukesha County, Wisconsin, hereinafter referred to as the "County" and by _____ Village of Sussex hereinafter referred to as the "Village of Sussex".

The County agrees to provide the Village of Sussex _____ 2100 tons of salt during the 2022-2023 Winter season.

The Village of Sussex _____ agrees to pay the County **\$83.31 per ton of salt used.**

Invoicing by the County will occur on a monthly basis with payment made within 30 days of receipt of invoice.

The Village of Sussex _____ agrees to the above listed amount of salt during the 2022-2023 winter season.

The Village of Sussex _____ will only be billed for actual salt taken and used from Waukesha County sheds.

There will be a restocking fee of \$ 12.00 **per ton** charged to the Village of Sussex _____ for the return of salt to a County substation. **There will be no charge if returned to Main Shop and scaled in and out for restocking.**

Should the Village of Sussex _____ require additional salt, the Waukesha County Highway Operations Manager or his designee will negotiate with the municipality.

Please be advised the County reserves the right to discontinue supply in the event of salt shortages.

On the _____ day of: _____, 2022

For Waukesha County:

Name

Robert W. Rauchle
Highway Operations Manager

Title

Signature

Signature

Date

Date



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: September 28, 2022
Re: Stormwater Credit for property at N68W25424 Silver Spring Drive

Staff has received a request for a Stormwater Utility Fee credit from Margaret Sutton for the Rankin Farm at N68W25424 Silver Spring Drive.

Per Section 14.08(2) of the Code, credits can be given for private improvements that are maintained and meet the engineered design criteria of the Village's Stormwater Management efforts and thus reduce the cost to the public. Staff recommends that the credit be approved for this property for the following reasons:

- The west half of the farm buildings on this 35.256-acre parcel drain across a 150-foot wide (minimum) lawn area to a 400-foot-long grass lined swale that continues under the Bugline trail to a swale along the railroad tracks where it flows to the west, into the Town of Lisbon. The swales slow and filter the water before it enters a waterway, which reduces total suspended solids and allows for infiltration.
- The east half of the farm buildings on this 35.256-acre parcel drain across a 450-foot-wide farm field to a 9-acre wetland area that contains a small pond on its east end. The path through the wetland is about $\frac{1}{4}$ mile long and while the land on which the wetland is located is not owned entirely by the Rankin family, wetlands are protected and thus can serve as stormwater facilities in low density areas such as farmsteads. The wetland slows and filters the water reducing total suspended solids and allowing for infiltration. The pond further filters the water and provides peak discharge reductions, infiltration, and total suspended solids reduction. If the pond overflows, the runoff travels east along the Bugline and under STH 164 through a larger wetland complex and swales along the Bugline for almost $\frac{1}{2}$ mile before entering Sussex Creek west of Pewaukee Road.

The current fee is \$7.69 / month per Equivalent Residential Unit (ERU) plus a \$2.04 fixed charge. The fee for properties receiving credits is \$4.18 / month per ERU plus the fixed charge. This fee covers the cost of Storm Water Utility obligations that are not directly related to water quality control. Due to its size and number of buildings, this property has 6.26211 ERU's. If the Committee approves this credit request, we recommend that it be retroactive to the date that this property received its first storm utility bill from the Village (July 2022) and that the owner receive a credit for the full payments made over the last 3 months (\$65.94).



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
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262-246-5200



SCALE: 1 = 500'

Print Date: 9/22/2022



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: September 27, 2022
Re: Highlands A Stormwater Easement

This Stormwater Easement from the Highlands A Business Park (Basting Farm) is needed to ensure that the Village can maintain the new storm sewer pipe from Business Drive to the large pond along STH 164. As part of the Adron and Wangard building designs, the originally anticipated drainage boundaries for the large pond were adjusted. The existing pipes within the private drive were not large enough to carry the additional runoff, so an additional pipe needed to be constructed.

The easement document contains standard language that matches easements we have in many other areas of the Village. Staff recommends that the Committee and Board approve the Easement.

STORM WATER EASEMENT

DOCUMENT NO.:

This Stormwater, Access, Ingress and Egress Easement, made between Sussex Corporate Park, LLC, a Wisconsin limited liability company, Grantor and the Village of Sussex, a Wisconsin Municipal Corporation and its heirs, successors, and assigns, Grantee.

Witnesseth, That Grantor, in exchange for \$1.00 and other good and valuable consideration, receipt and sufficiency of which is acknowledged, grants and warrants to Grantee a permanent stormwater easement upon, within, and beneath a part of Grantor's land hereinafter referred to as the "easement area" in Waukesha County, State of Wisconsin:

Said easement area is described as a strip of land of various widths being a part of the following described property:

The location of the easement area with respect to the Grantor's land is as shown on Exhibit "A" (which is attached hereto and hereby incorporated by reference).

- 1. Purpose: The purpose of this Easement is to install, operate, maintain, and replace underground and above ground stormwater utility facilities, together with all necessary and appurtenant equipment under and above the ground as deemed necessary by Grantee, all to transmit stormwater. Trees, bushes, branches, and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. Access: Grantee, and its employees, agents, and independent contractors shall have the right to enter upon the easement area for the purpose of exercising its rights in the easement area.
3. Buildings and Other Structures. Grantor agrees that no structures will be erected in the easement area, or in such close proximity to the facilities, such as to prevent Grantee from exercising its rights under this easement.
4. Elevation. Grantor agrees that the elevation of the existing ground surface within the easement area will not be altered by more than four (4) inches without the written consent of Grantee.
5. Restoration. Grantee agrees to restore or cause to have restored the Grantor's land to grade and replace sod or grass disturbed. This restoration, however, does not apply to the initial installation or to any trees, bushes, branches, or roots which may interfere with Grantee's use of the easement area.
6. Exercise of Rights: It is agreed that the complete exercise of rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. Exclusivity: The Distribution Easement granted pursuant to Document No. 4539099 as shown on Exhibit A as the "WE Energies Easement" shall be the only other permitted easement within the easement area.

This Easement shall run with the land and shall be binding upon and inure to the benefit of and be enforceable by Grantor and Grantee and their respective heirs, personal representatives, successors and assigns.

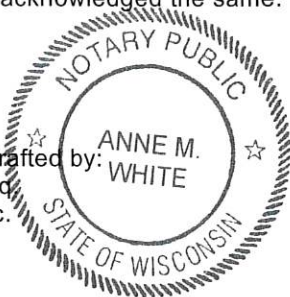
Dated this _____ day of _____, 2022.

Grantor: Sussex Corporate Park, LLC

By: [Signature]
Stewart M. Wangard, Manager

State of Wisconsin }
}ss.
County of Waukesha }

Personally, came before me this 8th day of SEPTEMBER, 2022, the above-named Stewart M. Wangard, Manager of Sussex Corporate Park, LLC, to me known to be the person who executed the foregoing instrument by its authority and on its behalf and acknowledged the same.



[Signature]
ANNE M. WHITE
Notary Public, State of Wisconsin
My Commission: expires 02/20/2024

This instrument was drafted by:
Timothy J. Voeller, Esq.
Wangard Partners, Inc.

Empty box with 'RETURN TO:' label.

Grantee: Village of Sussex

By: _____
Anthony J. LeDonne, Village President

By: _____
Jennifer Moore, Village Clerk

State of Wisconsin }
 }ss.
County of Waukesha }

Personally, came before me this ____ day of _____, 2022, the above-named Anthony J. LeDonne, as Village President, and Jennifer Moore, as Village Clerk, of the Village of Sussex, to me known to be the persons who executed the foregoing instrument by its authority and on its behalf and acknowledged the same.

Notary Public, State of Wisconsin
My Commission:

EXHIBIT A

Stormwater Easement Description

Being a part of the Southwest $\frac{1}{4}$ of Section 33, Town 8 North, Range 19 East, in the Village of Sussex, Waukesha County, Wisconsin, more particularly described as follows:

Commencing at the southeast corner of Lot 1 of Certified Survey Map No. 12010; thence N $1^{\circ}58'39''$ W along the east line of said Lot 1, 20.01 feet to the point of beginning; thence N $1^{\circ}58'39''$ W, along said east line, 32.02 feet; thence S $89^{\circ}53'51''$ W, 493.36 feet to the east line of Business Drive; thence southerly, 35.24 feet along said east line and the arc of a curve whose radius lies 460.00 feet to the southeast, and whose chord bears S $24^{\circ}37'55''$ W, 35.23 feet; thence N $89^{\circ}53'51''$ E, 509.15 feet to the point of beginning.

As depicted as:

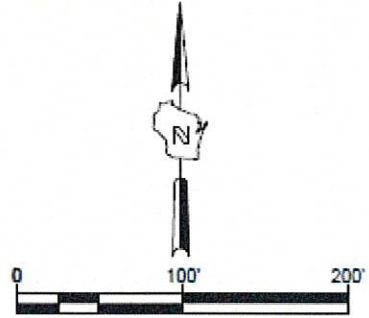
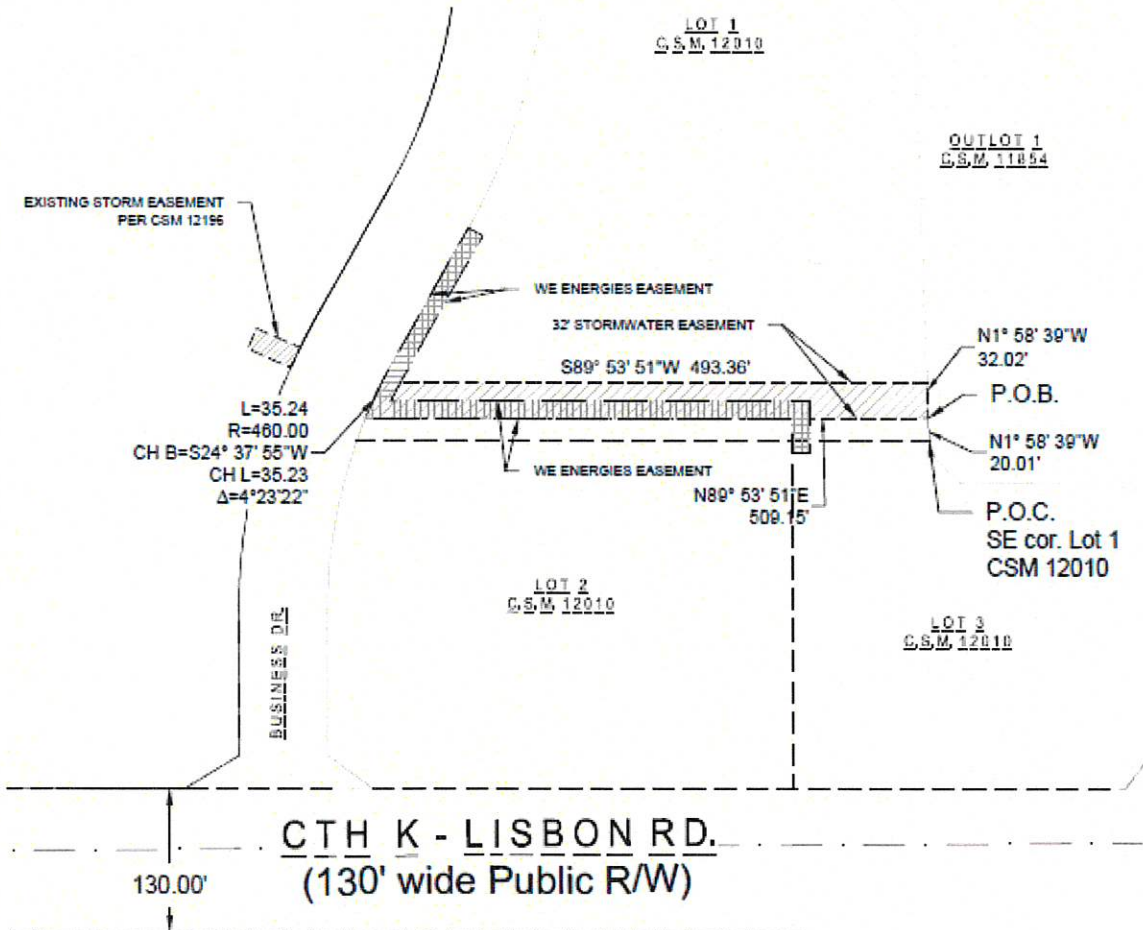


Exhibit A



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: September 9, 2022
Re: Engineering Monthly Report – October 2022

CTH VV and Plainview Water Main:

- While we still do not have a firm date for the Valve work along Waukesha Avenue, we have made progress with our contractor and suppliers and are hopeful that the work will be done in October. All other work on this project is done.

Miscellaneous:

- Brush collection is progressing well, and we anticipate completion by October 7th. We make only one pass through the Village.
- We're working with Badgerland/LRS on communication with residents regarding the new garbage and recycling contractor and the new collection schedule.
- The County will close CTH K / Lisbon Road from October 5-26 to replace an existing culvert crossing CTH K between Swan Road and STH 164.
- Water Modelling work is moving forward, we should have results by the end of the year.
- Leaf collection begins October 24th and will continue until the leaves stop falling. Our goal is to visit each neighborhood every 2 weeks.

Developments:

- Vista Run: Utility installation is done in Phase 2. Paving is scheduled for mid to late October.
- Redford Hills: Utility installation is about ½ done. Richmond Road is closed until about November 1st for water main installation along Richmond Road and sewer and water crossings at the intersections. The developer still plans to pave this year.
- Highlands Court (Brown Farm): Grading is progressing, and we should see restoration of some areas in the coming weeks. Utility work has started. The path from Business Drive to Redford Hills will be paved in Mid-October. The developer anticipates having the road paved by mid-November.
- Silver Spring Water Main Extension, High School to Miller Way: We are still waiting for plan revisions. Lisbon has scheduled this for 2023 construction.
- Woodland Trails: The surface course on the remainder of phase 1 (Timberland Drive) is done.

2023 Road Program:

- The soils report is done and transmitted to GRAEF. We are on pace to be ready to bid in January.