



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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Email: info@villagesussex.org
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**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, MAY 2, 2023
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 April 4, 2023 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. Water Softener Program
6. Consideration and possible action on Sidewalk and Street Items:
7. Consideration and possible action on Other Public Works Items:
 - A. Request to add a Monument Headstone at the Cemetery
8. Staff report, updates, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
 - B. Resolution 23-23 accepting the public improvements at the Courtyard at Sussex.
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.

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Public Works Committee of
April 4, 2023

1. Roll Call:

The meeting was called to order by Trustee Adkins at 6:00 p.m.

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

Member absent: None

Also present: Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Assistant Village Engineer Secret Strobl, Village President Anthony LeDonne, 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 Markano to approve the March 7, 2023 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 \$9,752.65.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

A. MS-4 Annual Report

Assistant Village Engineer Secret Strobl presented the report. No action was taken.

B. Highlands Business Park SWMA Amendment

A motion by Jarvis seconded by Markano to recommend to the Village Board approval of Highlands Business Park SWMA Amendment as presented.

Motion carried 4-0

C. License Agreement at Well 5 Water Tower with Verizon

A motion by Jarvis seconded by Uecker to recommend to the Village Board approval of the license agreement at Well 5 Water Tower with Verizon as presented.

Motion carried 4-0

D. Well #4 Repair Needs

Assistant Village Engineer Secret Strobl presented the repair needs at Well #4. No action was taken as this had already been presented to the Village Board for consideration.

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

None

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

A. 2022 Construction Wrap Up

Assistant Village Engineer Secret Strobl presented the report. No action was taken.

8. Staff Reports, update and issues, and possible action regarding subdivision, developments, and projects:

A. Engineer's Report

Ms. Strobl 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 Jarvis to adjourn the meeting at 6:22pm

Motion carried 4-0

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

DRAFT

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

5/2/2023

VENDOR	AMOUNT		%COMPLETED	NOTES
R. A. SMITH	\$ 12,121.41	2023 ROAD ROGRAM - MARCH 2023	10.0%	
R. A. SMITH	\$ 2,166.23	VISTA RUN - PHASE 2 - MARCH 2023	ONGOING	BILL TO DEVELOPER: NEUMANN DEVELOPMENTS
RUEKERT & MIELKE, INC.	\$ 3,604.50	WATER MODELING - PROF. SERV. 1/28-2/24/2023	50.5%	
WOLF PAVING CO., INC.	\$ 151,310.42	2023 ROAD PROGRAM - MARCH - APRIL 6, 2023 - PAYMENT #1	2.5%	
TOTAL	\$ 169,202.56			



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MEMORANDUM

To: Public Works Committee
From: Dennis Wolf, Assistant Public Works Director Operations
Date: April 20, 2023
Re: Water Softener Incentive Pilot Program

Upon request from the Public Works Committee, Village staff proposes implementation of an incentive pilot program for water softener optimization or water softener replacement for Village of Sussex residential users for 2024.

Incentives:

Optimization - \$75

Softener Upgrade - \$200

The incentive would be paid as a check and sent to the user once it has been processed by staff.

Requirements:

Optimization: A maintenance check performed on the water softener control unit to ensure that it is operating at the optimal level, which would include the amount of household occupants, grain per gallon of hardness setting, and regeneration efficiency settings.

Water Softener Upgrade: Replacing current timed regeneration water softeners with a new on-demand regeneration system. A minimum of 2,500 grains/pound of salt efficiency rate for a new softener is required.

All work is required to be performed by a licensed plumber or water softener installer professional. Village users will need to turn in an official form, which will be available on the Village of Sussex website, signed by the professional performing work, along with a copy of the receipt for the work performed.

Duration:

Staff recommends that this pilot program takes place in 2024 – 2025. A review of the success of the program would be performed in June 2024, to determine if additional funds need to be budgeted for 2025. Staff recommends budgeting \$20,000 in the sewer budget for 2024. Unused funds could also carry over into 2025.

Advertising of the Incentive Pilot Program:

To get the word out for this program, staff will insert an article into the monthly utility bills, advertise the program on the village's Facebook page, and have information on the village website. Staff would also contact local plumbing and water softener professionals to make them aware of the pilot program.

Staff feels that it will be very hard to quantify the benefits of the pilot program, reduction in chlorides discharged to the wastewater treatment plant, due to many variables. These include the unknown amounts of optimizations and softener replacements performed, the improved efficiencies of individual unit optimization, and the unknown reduction of regeneration events when switching from a timed unit to an on-demand unit.

One policy question that staff has for the committee, is there value in the optimization pilot program in return for the wastewater treatment plant? Please advise whether or not the optimization pilot program should be included.



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MEMORANDUM

To: Public Works Committee
From: Jennifer Moore
Re: Request for upright monument – Lisbon Central Cemetery
Date: April 26, 2023

The Rankin family currently owns seven lots in the Lisbon Central Cemetery. These lots were purchased prior to 2015. The family plans to purchase four additional lots and is requesting permission to have an upright monument erected in a central location on these lots as a family marker.

The Village code states that only flush markers are permitted on lots sold after June 1, 2015. The family is requesting permission to place this upright monument because at least two of the lots were purchased prior to the cutoff date.

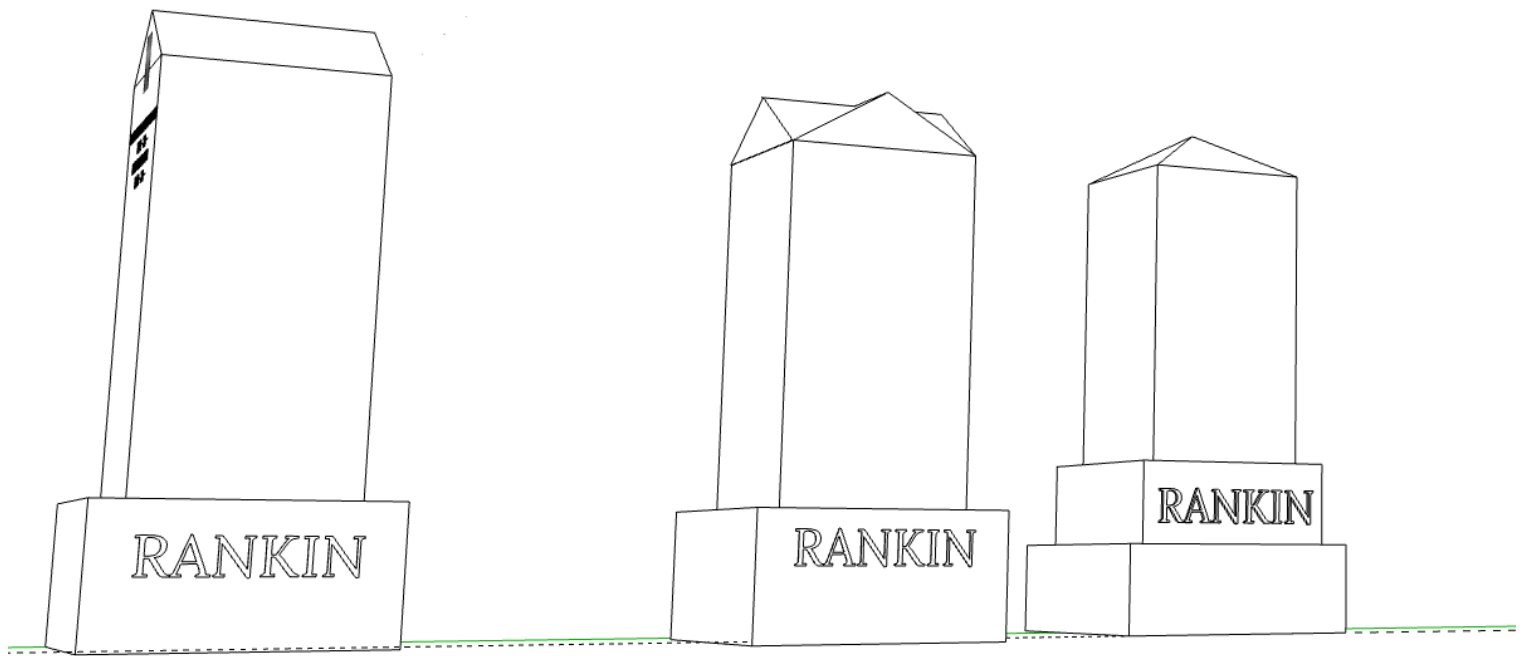
Section 16.06(3) of the Sussex Municipal Code states all upright monuments will be set on a cement slab type foundation that must be flush at ground level with a minimum border around the base of the upright stone of five inches. The cement foundation shall be no less than four inches in thickness.

The Rankin family will be in attendance to answer any questions and provide detailed information on the monument.

Staff recommends the Public Works Committee recommend to the Village Board approval of the placement of an upright monument in the Lisbon Central Cemetery by the Rankin family.

DAVID 341	<i>RICK</i> 372 <i>MICHELLE</i>	385
DAD 342 MOM	<i>BARB</i> 371	COREY 386
	<i>JON</i> 370 <i>AMY</i>	NATHAN 387
<p>SIZE OF DOUBLE LOT 11 1/2' X 7'</p> <p>11 1/2' = 138"</p> <p>TOMBSTONE = 36" SQUARE FOUNDATION 46" X 46" X 4" or 48"</p> <p>LEAVES 115" (9.5 FT) IN LOTS 371 AND 386 FOR VAULTS</p>		

All 3 styles of monument are roughly the same size. The bases are all 36"x 36. And the heights vary between 72-76"





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MEMORANDUM

To: Public Works Committee
From: Secret Strobl, Assistant Village Engineer
Date: April 27, 2023
Re: Engineering Monthly Report – May 2023

2023 Road Program

- Utility Repairs are nearly complete in Phase 1 and they have started repairs in Phase 2.
- Curb repairs in Phase 1 are underway and should be completed in the coming weeks.
- The pavement in Phase 1 has been milled, patching is starting this week. All residents in Phase 1 whose driveways were disturbed should be back in their driveways by May 5th.
- The Yard Waste site driveway paving is scheduled for May 2nd. The drive will be paved from Good Hope Road to just north of the shed.
- Repaving of Phase 1 is currently scheduled to be done before Memorial Day, weather permitting.

Melinda Weaver Park Improvements:

- PLM plans to start construction in Mid-May and be done by the end of July. The new asphalt needs to cure for about 1 month before the painting can be done so it will look nearly ready for play in early July, but it will not be open for play until late July.

Miscellaneous:

- As of April 27, 2023, we have used 1,207.22 tons of salt.
- The Yard Waste Site opened for the first official Monday on May 1st.
- Hydrant flushing is complete.
- Well 4 should be back in service this week.
- Pavement Condition Rating work will start in June. Ayres will again be handling this for us. They will finalize the ratings after the 2023 Road Program project is complete.
- The contract to replace the riser pipe in the Woodside Tower will be out for bids this month with results coming to the Committee at the June meeting.
- The water model is complete and most of the results have been updated in our GIS system. There are a few minor adjustments needed to the reporting in the GIS system that are yet to be completed.

Developments:

- Vista Run Phase 2: Sidewalk construction is underway.
- Redford Hills: Sidewalk installation for next week, weather permitting. Final grading, restoration, and punch list work will take place throughout the month of May with completion anticipated by the end of the month.
- Highlands Court (Brown Farm): Final grading is underway. Gravel base should be installed next week and paving is scheduled for mid-May, weather permitting.
- Silver Spring Water Main Extension, High School to Miller Way: Lisbon's contractor plans to build this water main this summer after school is out for the year.
- Golden Fields: Preliminary plans have been reviewed and are back in the Developer's hands for revision. The Developer would like to start construction in June.



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MEMORANDUM

To: Public Works Committee
From: Secret T. Strobl, Assistant Village Engineer
Date: April 25, 2023
Re: The Courtyard at Sussex Acceptance of Improvements

The Developer of The Courtyard at Sussex has completed the construction of public improvements in the development. Staff has inspected these improvements and finds them to be acceptable.

Improvements included:

- Water Main extension in Pembroke Street
- Construction of the Pembroke Street cul de sac, including curb and pavement
- Storm Sewer pipe and Catch Basins in Pembroke Street
- Street light in Pembroke Street
- Trail from Pembroke Street across the Bugline to the Piggly Wiggly parking lot
- Sidewalk along the west side of Hickory Drive
- Street trees along Silver Spring Drive, Hickory Drive and Pembroke Street

Note that the Storm Water Management Facilities within the development will remain under private ownership and the maintenance of those facilities remains the responsibility of the property owner.

Staff recommends that the Committee recommend acceptance of the Public Improvements at The Courtyard at Sussex to the Village Board.

If the Committee and Board agree, then the warranty period would run through May 9, 2025.

RESOLUTION NO. 23-23

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the Certified Survey Map for The Courtyard at Sussex, 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 Pembroke Street, Hickory Drive and Silver Spring Drive at The Courtyard at Sussex, and

WHEREAS: The storm sewer; water mains; public streets including curbs, pavement, sidewalks and paths; street lights; and street trees along all streets adjacent to The Courtyard at Sussex 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 May 9, 2023, and shall last until May 9, 2025. The Village shall release the entire surety for the Development.

Adopted _____

Village President

ATTEST: _____
Clerk-Treasurer