



N64W23760 Main Street
Sussex, Wisconsin 53089
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Email: info@villagesussex.org
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**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, AUGUST 1, 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 June 6, 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. Intern Report
6. Consideration and possible action on Sidewalk and Street Items:
 - A. Ordinance No. 890 to Repeal and Recreate Section 7.53(2) Entitled Fee, Minimum Deposit.
7. Consideration and possible action on Other Public Works Items:
 - A. LED Conversion Update
8. Staff report, updates, 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 COMMITTEE**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
June 6, 2023**

1. Roll Call:

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

Members present: Trustee Scott Adkins, Trustee Benjamin Jarvis Trustee Lee Uecker, President LeDonne, 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, Assistant Public Works Director Dennis Wolf, 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 May 2, 2023 meeting minutes as presented.

Motion carried 4-0

3. Comments from Citizens:

4. Consideration and possible action on bills for payment:

A motion by Uecker seconded by Markano to recommend to the Village Board approval of bills for payment in the amount of \$801,918.50.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

A. Compliance Maintenance Annual Report Resolution 23-24

Assistant Public Works Director Dennis Wolf presented the Compliance Maintenance Annual Report for the Sussex Regional Wastewater Treatment Facility as required by the Wisconsin Department of Natural Resources.

A motion by Uecker seconded by Jarvis to recommend to the Village Board approval of Resolution 23-24 accepting the Compliance Maintenance Annual Report.

Motion carried 4-0

B. Bids for Woodside Water Tower Riser Pipe Replacement

A motion by Jarvis seconded by Uecker to award the Woodside Water Tower Riser Pipe Replacement contract to Lane Tank Company, Inc. in the amount of \$72,250.00. and establish a 10% contingency for a total allocation of \$79,475.00.

Motion carried 4-0

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

None

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

None

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

Trustee Adkins asked for a Village speed sign update at the August meeting.

10. Adjournment

A motion by Adkins seconded by Jarvis to adjourn the meeting at 6:20pm

Motion carried 4-0

Respectfully submitted,

Jennifer Moore
Village Clerk/Treasurer

DRAFT

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

PW DATE: 8/1/2023

VENDOR	AMOUNT		%COMPLETED	NOTES
GILES ENGINEERING ASSOCIATES INC	\$ 596.50	2023 ROAD PROGRAM - JUNE 7-9, 2023	47.6%	
R.A. SMITH	\$ 3,457.19	VISTA RUN PHASE 2 - PROF. SERV. 4/1-5/31/2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R.A. SMITH	\$ 38,102.80	2023 ROAD PROGRAM - PROF. SERV. MAY 2023	58.2%	
RUEKERT & MIELKE, INC.	\$ 2,729.50	REDFORD HILLS S/D - PROF. SERV. 4/22-5/19/2023	ONGOING	BILL TO DEVELOPER: CAS INVESTMENTS
RUEKERT & MIELKE, INC.	\$ 1,556.12	REDFORD HILLS S/D - PROF. SERV. 5/20-6/16/2023	ONGOING	BILL TO DEVELOPER: CAS INVESTMENTS
RUEKERT & MIELKE, INC.	\$ 2,060.00	THE HIGHLANDS PHASE 2B - PROF. SERV. 5/20-6/16/2023	ONGOING	BILL TO DEVELOPER: WANGARD PARTNERS
WOLF PAVING CO., INC.	\$ 1,211,959.85	2023 ROAD PROGRAM - 6/3-7/7/2023	47.6%	
TOTAL	\$ 1,260,461.96			

ORDINANCE NO. 890

AN ORDINANCE TO REPEAL AND RECREATE SUB SECTION
7.53(2) ENTITLED FEE, MINIMUM DEPOSIT
OF THE VILLAGE OF SUSSEX MUNICIPAL CODE.

WHEREAS, the Village of Sussex Public Works Committee has initiated a municipal code amendment to the Village of Sussex to repeal and recreate Chapter 7.53 Street Excavations and Occupancy Section 7.53(2) regarding the ability to charge applicants for professional costs incurred; and

WHEREAS, not all right of way applications are the same in scope or impact with the amount of resources necessary to review; and

WHEREAS, the Village has a professional chargeback ordinance whose purpose is to ensure that taxpayers are reimbursed for time and resources spent on individual projects, and

WHEREAS, the Village Public Works Committee reviewed a recommendation from Staff and found that it would be appropriate for applicants proposing larger projects within Village rights of way to cover the actual additional cost to review their proposed project request rather than having taxpayers cover that cost; and

WHEREAS, the Village Board periodically reviews code sections for updates based upon requests from the public and staff to reflect modern times and practices; and

NOW, THEREFORE, the Village Board of the Village of Sussex, Waukesha County, Wisconsin, do ordain as follows:

SECTION 1. Sub Section 7.53(2) regarding Fee; Minimum Deposit is hereby repealed and recreated as follows:

(2) FEE; MINIMUM DEPOSIT. A fee for such permit shall be paid when such permit is applied for. In addition, a deposit shall be made to the Village Clerk for each street opening permit. The fee and deposit shall be established by resolution of the Village Board from time to time. In addition, a professional fee charge back agreement shall be signed to ensure compliance with Village Ordinance that professional fees incurred by the Village to review said applications are not paid by the taxpayer, but by the applicant.

SECTION 3. SEVERABILITY

The several sections of this Ordinance are declared to be severable. If any section or portion thereof shall be declared by a decision of the court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and not affect the validity of all other provisions, sections or portions thereof the ordinance which shall remain in full force and effect. Any other ordinances are hereby repealed as to those terms that conflict.

SECTION 3. EFFECTIVE DATE

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this _____ day of _____, 2023.

VILLAGE OF SUSSEX

Anthony LeDonne, Village President

ATTEST:

Jennifer Moore, Village Clerk-Treasurer

Published and/or posted this _____ day of _____, 2023.



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MEMORANDUM

To: Public Works Committee
From: Secret T. Strobl, Assistant Village Engineer
Date: July 26, 2023
Re: Repeal and Recreate Section 7.53(2) Entitled Fee; Minimum Deposit

Utility companies routinely apply for Street Opening Permits to work within the Village's rights-of-way. Historically, the projects have been relatively small such as electric or gas services for new homes, the replacement of a utility pole, or the repair of an existing underground cable. Recently, however, staff at the Village and in other communities have been seeing significantly larger utility projects being proposed. In Sussex, these are included the gas main replacements in the Sussex Estates neighborhood, and new fiber optic lines along Linda Drive and along Good Hope Road and Woodside Road to reach existing cellular antenna arrays.

The fee for Street Opening Permits is \$75, which is sufficient to cover our costs for most applications. However, for larger projects, especially where the designer has not taken our existing infrastructure into account in their design or where special circumstances unknown to the designer such as an upcoming Village project need to be addressed, the review and coordination by staff can take far longer. In those instances, the permit fee does not cover all of our costs. Therefore, staff recommends that the code be revised to allow staff to charge the applicant for those costs that exceed the standard permit fee.

The agreement would be added to the application to minimize paperwork.



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MEMORANDUM

To: Public Works Committee
From: Secret T. Strobl, Assistant Village Engineer
Date: July 21, 2023
Re: LED Street Light Conversion Update

In September of 2021, the Committee and Board approved the conversion of 286 High Pressure Sodium (HPS) street lights to LED. That work was completed by We Energies in the first half of 2022. Staff felt that we should give the Board an update on the project, particularly its impact on the cost of the street lighting.

In the first part of 2022, we were paying about \$11,500 per month for street lighting. In the last part of 2022, that monthly bill came down to about \$10,500. With the 2023 rate increase, we are now paying just under \$11,000 per month. So, without considering the rate increase, we were saving about \$1000 per month (roughly \$10,000/year). In September 2021, our anticipated annual savings was \$9,956. With the rate increase, which we partially mitigated by converting some of our lights to LED, we're at a monthly savings of about \$500/month or about \$6,000/year.

There are still about 300 HPS street lights in the Village. We reached out to We Energies for updated conversion costs on those light and have reviewed and considered the cost effectiveness of doing some additional conversions in 2024. However, the best return on investment we could get was over 8.5 years. Staff does not recommend pursuing any additional LED conversion at this time. Staff believes that We Energies will eventually replace them on their own with LED.



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MEMORANDUM

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

2023 Road Program

- Work in Phases 1 & 2 is essentially complete other than pavement markings, punch list, and restoration.
- The pavement removal and milling in Phase 3 is underway. The contractor anticipates that grading and paving in this phase will be done before Labor Day, weather permitting.
- Utility work is nearly done in Phase 3.
- Curb work is nearly done in Phase 3 and should be completed in the next 2-3 weeks.
- Concrete pavement replacement on Executive Drive at Lisbon Road is done.
- New water valves at the schools off of Silver Spring Drive will be done in early August.
- Construction on the path to link Vista Run to Prospect Circle is scheduled to begin in August.

Melinda Weaver Park Improvements:

- The finishing touches are being put on this project including the bubbler, bottom fence rail, parking stall painting, signs and the remainder of the concrete path. We expect to open in September.

Miscellaneous:

- Associated Bank Path: The old bridge connecting Associated Bank with the Civic Center was removed by Public Works staff in June. We are working with bank staff to finalize the location and easement for the new path linking Orchard Drive to the northern pedestrian bridge near the playground. The intent is that the path would be constructed by Public Works staff.

Developments:

- Vista Run Phase 2: Construction is done except top lift of asphalt, phase 2 path construction, and remaining punch list.
- Redford Hills: Construction is done except top lift of asphalt and remaining punch list.
- Highlands Court (Brown Farm): Construction is done except for punch list.
- Silver Spring Water Main Extension, High School to Miller Way: The new water main will be put in service by early next week (+/- August 1, 2023).
- Golden Fields: Grading and utility installation is underway. Contractor plans to be ready for gravel and curb construction by late August.
- Wildflower: Preliminary plat, preliminary stormwater management plan, and preliminary road and utility plans have been reviewed. Developer and their Engineer are working through the initial comments.