



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, SEPTEMBER 5, 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 August 1, 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:
6. Consideration and possible action on Sidewalk and Street Items:
 - A. Salt Purchase Agreement with Waukesha County
7. Consideration and possible action on Other Public Works Items:
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
August 1, 2023**

1. Roll Call:

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

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

Members absent: None

Also present: Administrator Jerme Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Assistant Village Engineer Secret Strobl, Utility Foreman Jon Baumann, 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 June 6, 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 Jarvis, seconded by Markano to recommend to the Village Board approval of bills for payment in the amount of \$1,260,461.96.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

A. Intern Report

Edward Evans and Jacob Merkel gave an Intern Report.

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

A motion by Markano, seconded by Uecker to Indefinitely Table Ordinance No 890 to Repeal and Recreate Section 7.53(2) Entitled Fee, Minimum Deposit.

Motion carried 4-0

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

None

10. Adjournment

A motion by Adkins, seconded by Jarvis to adjourn the meeting at 6:40pm.

Motion carried 4-0

Respectfully submitted,
Kelsey McElroy-Anderson
Assistant Village Administrator

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

PW DATE: 9/5/2023

VENDOR	AMOUNT		%COMPLETED	NOTES
CEDAR CORPORATION	\$ 10,622.55	GOLDEN FIELDS - PROFESSIONAL SERVICES THRU 7/22/2023	ONGOING	BILL TO DEVELOPER: KAEREK HOMES
PARKING LOT MAINTENANCE INC	\$ 362,403.32	MELINDA WEAVER PARK IMPROVEMENTS - 5/15-8/10/2023	96.0%	
R.A. SMITH	\$ 675.72	WOODLAND TRAILS PHASE 2 - PROF. SERVICES 6/1-30/2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R.A. SMITH	\$ 483.22	VISTA RUN PHASE 2 - PROF. SERVICES 6/1-30/2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R.A. SMITH	\$ 297.50	VISTA RUN PHASE 1 - PROF. SERVICES 6/1-30/2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R.A. SMITH	\$ 19,823.68	2023 SUSSEX ROAD PROGRAM PROJECT - PROF. SERVICES 6/1-30/2023	72.1%	
RUEKERT & MIELKE, INC.	\$ 6,882.48	THE HIGHLANDS - PHASE 2B - PROF. SERVICES 6/17-7/14/2023	ONGOING	BILL TO DEVELOPER: WANGARD PARTNERS
WOLF PAVING CO, INC.	\$ 832,524.39	2023 ROAD PROGRAM - PERIOD OF 7/8-8/5/2023	60.8%	
TOTAL	\$ 1,233,712.86			



Waukesha County Department of Public Works

July 20, 2023

Village of Sussex, Public Works
Kathy Nicholaus
N64W23760 Main St.
Sussex, WI 53089

Re: Salt for **2023-2024** 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 **1282 tons**.
 - b. You requested **2100 tons** for this season.
 - c. Your last season's salt usage was **1207 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 **Tuesday October 31, 2023**.

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

Hans Guderyon
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 _____, 2023 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 2023-2024 Winter season.

The Village of Sussex _____ agrees to pay the County **\$91.75 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 2023-2024 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 \$ 14.00 **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: _____, 2023

For Waukesha County:

Name

Hans Guderyon
Highway Operations Manager

Title

Signature

Signature

Date

7-26-2023

Date



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: August 31, 2023
Re: Engineering Monthly Report – September 2023

2023 Road Program

- All roadway pavement and utility work is complete. Remaining work includes pavement marking, restoration and punch list.
- The new water valves at the schools off of Silver Spring Drive will be done at some future date.
- Construction on the path to link Vista Run to Prospect Circle has started and is expected to be completed in 2-3 weeks.

Melinda Weaver Park Improvements:

- The park opens for play on Friday September 1, 2023.
- There are still a few punch list items that need to be addressed.

Miscellaneous:

- Woodside Water Tower Riser Pipe Replacement: Contractor plans to start construction in the 3rd week of September. The work will take about 2 weeks to complete.
- Associated Bank Path: We are working with bank staff to finalize the 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.
- Brush collection begins September 25, 2023, at 7:00 AM. Crews make one pass through the Village. Residents need to have their brush out at the curb on that date and time to ensure collection.
- Touch a Truck will be Saturday, September 9, 2023, 9:00 AM to 2:00 PM at Armory Park.
- Staff is working with Waukesha County to paint a more prominent crosswalk across Main Street at the entrance to Village Park. We are also working with We Energies to install a street light at the intersection to make the crosswalk more visible to drivers.
- The tire collection event which would typically be held in early October has been discontinued due to the significant price increase per tire from our current garbage and recycling vendor. Residents can dispose of up to 2 tires per month and 6 tires per year free of charge through the bulk item collection process.
- Hydrant Flushing begins October 9, 2023.

Developments:

- Vista Run Phase 2: Construction is done except top lift of asphalt which is scheduled for mid-October, phase 2 path construction, and remaining punch list.
- Redford Hills: Construction is done except top lift of asphalt and remaining punch list.
- Golden Fields: Grading and utility installation continues. The contractor plans to be ready for gravel and curb construction in a few weeks. We expect the final plat to be submitted shortly.
- Woodland Trails Phase 2: Punch list work is being done now in preparation for the top lift of asphalt which is scheduled for September.