



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
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**PUBLIC WORKS COMMITTEE  
VILLAGE OF SUSSEX  
6:00 P.M. TUESDAY, OCTOBER 3, 2023  
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2<sup>nd</sup> 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 September 5, 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. Quit Claim Deed for Stormwater Pond in Highlands Business Park
6. Consideration and possible action on Sidewalk and Street Items:
7. Consideration and possible action on Other Public Works Items:
  - A. Hometown Heros Banner Program
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

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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  
September 5, 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 Jermey Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Clerk/Treasurer Jennifer Moore, 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 Mrkano to approve the August 1, 2023 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 Markano, seconded by Jarvis to recommend to the Village Board approval of bills for payment in the amount of \$1,233,712.86.

Motion carried 4-0

**5. Consideration and possible action on Utility Items:**

None

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

A motion by Jarvis, seconded by Markano to approve the 2023-2024 Salt Purchase Agreement with Waukesha County.

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. 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 Jarvis to adjourn the meeting at 6:15pm.

Motion carried 4-0

Respectfully submitted,  
Kelsey McElroy-Anderson  
Assistant Village Administrator

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

PW DATE: 10/3/2023

VENDOR	AMOUNT		%COMPLETED	NOTES
CEDAR CORPORATION	\$ 22,806.68	GOLDEN FIELDS FOR SUSSEX - PROF. SERV. THRU 8/19/2023	ONGOING	BILL TO DEVELOPER: KAEREK HOMES
R. A. SMITH	\$ 1,093.94	VISTA RUN PHASE 1 - PROF. SERV. 7/1-31/2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R. A. SMITH	\$ 1,354.72	VISTA RUN PHASE 2 - PROF. SERV. 7/1-31/2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R. A. SMITH	\$ 677.03	WOODLAND TRAILS PHASE 2 - PROF. SERV. 7/1-31/2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R. A. SMITH	\$ 16,272.22	2023 SUSSEX ROAD PROGRAM - PROF. SERV. 7/1-31/2023	83.5%	
RUEKERT & MIELKE, INC.	\$ 206.00	REDFORD HILLS S/D - PROF. SERV. 7/15-8/11/2023	ONGOING	BILL TO DEVELOPER: CAS INVESTMENTS
WOLF PAVING CO., INC.	\$ 914,440.76	2023 SUSSEX ROAD PROGRAM - 8/6-25/2023	75.4%	
TOTAL	\$ 956,851.35			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: September 27, 2023  
**Re: Highlands Business Park Pond Dedication**

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According to the Developers Agreement with Wangard / Sussex Corporate Park II, LLC, for the Highlands Business Park B, upon completion of the Storm Pond along CTH K, the Developer is to dedicate the Outlot and Storm Pond to the Village. The pond construction has been completed, and the attached Quit Claim Deed dedicates the Outlot to the Village.

The Village will be responsible for the maintenance of the pond per the Storm Water Maintenance Agreements with this Developer and the Redford Hills Subdivision Developer. This is a regional pond that serves not just the business park, but also the Redford Hills subdivision.

Staff recommends that the Committee recommend approval of the Quit Claim Deed for Outlot 1 to the Village Board.

State Bar of Wisconsin Form 3-2003  
**QUIT CLAIM DEED**

Document Number

Document Name

**THIS DEED**, made between \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ("Grantor," whether one or more),  
and \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ("Grantee," whether one or more).

Grantor quit claims to Grantee the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in \_\_\_\_\_  
County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

Recording Area

Name and Return Address

Parcel Identification Number (PIN)

This \_\_\_\_\_ homestead property.  
(is) (is not)

Dated \_\_\_\_\_ . Sussex Corporate Park II LLC

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)  
\* \_\_\_\_\_ \*

\_\_\_\_\_(SEAL) \_\_\_\_\_(SEAL)  
\* \_\_\_\_\_ \*

**AUTHENTICATION**

Signature(s) \_\_\_\_\_  
\_\_\_\_\_  
authenticated on \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF WISCONSIN )  
) ss.  
\_\_\_\_\_ COUNTY )

\* \_\_\_\_\_  
TITLE: MEMBER STATE BAR OF WISCONSIN  
(If not, \_\_\_\_\_  
authorized by Wis. Stat. § 706.06)

Personally came before me on \_\_\_\_\_,  
the above-named \_\_\_\_\_  
\_\_\_\_\_ to me known to be the person(s) who executed the foregoing  
instrument and acknowledged the same.

THIS INSTRUMENT DRAFTED BY:  
\_\_\_\_\_  
\_\_\_\_\_

\* \_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission (is permanent) (expires: \_\_\_\_\_)

(Signatures may be authenticated or acknowledged. Both are not necessary.)

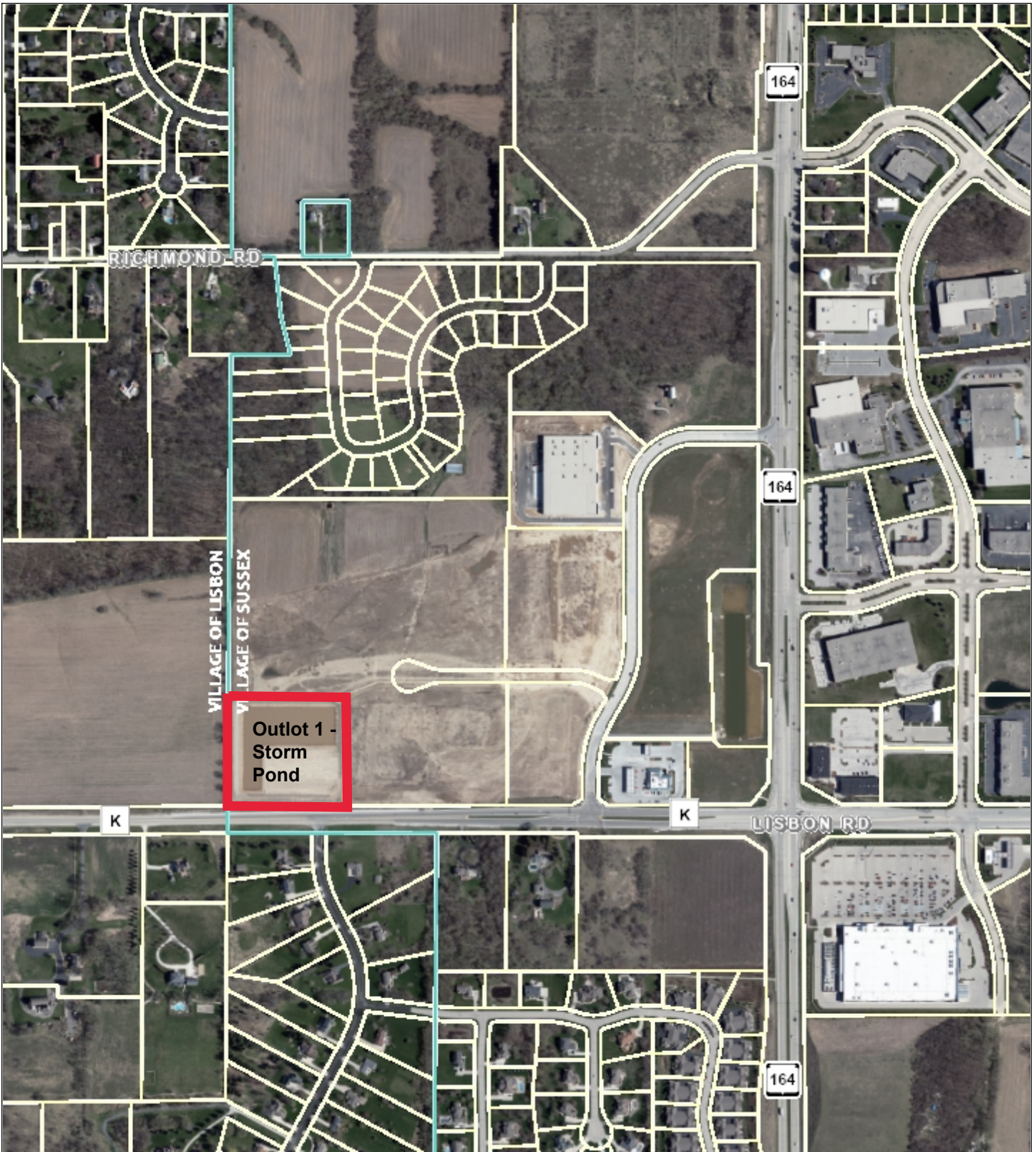
NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

QUIT CLAIM DEED

© 2003 STATE BAR OF WISCONSIN

FORM NO. 3-2003

\* Type name below signatures.



**Village of Sussex**

Highlands Business Park B Storm Pond Dedication

**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.



SCALE: 1 = 648'

**Village of Sussex**

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

Print Date: 9/26/2023



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## MEMORANDUM

To: Public Works Committee  
From: Kelsey McElroy-Anderson, Assistant Village Administrator  
Date: September 20, 2023  
**Re: Hometown Hero's Banner Project**

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The Hometown Hero's Banner Program would allow Village of Sussex residents to recognize someone who served in the military by placing banners along Main Street. The banners would be purchased by friends or family living in the Village of Sussex to be hung annually for the Fourth of July and Veterans Day along with the American flags on Main Street. The Village will hang the banner for at least five years. If the banner is still in useful condition following those five years, we will continue to hang it. If not, we will contact the original applicant to ask if they would like to purchase a replacement.

**Eligibility:** Any Village of Sussex resident may purchase a banner to recognize a person who served in the military. The Village will ask the person applying to confirm residency and service but will not do additional research beyond that. The program will be run on the honor system.

**Banner Design:** Each banner could include the Veteran's name, photo, rank, and/or branch. There are several design options included in the attachment.

**Cost:** The current cost to print each banner is \$78 plus shipping and handling of \$18. The shipping and handling cost is a flat rate. In 2024 we recommend charging \$80 per banner to cover the cost of printing, shipping, and handling. In subsequent years we recommend adjusting the cost annually based on the actual cost of the banners. The price would be set by staff based on the cost. The goal is to cover only the cost of the program.

**Application:** There would be an application on the Village website which could be submitted and the banners could be paid for electronically. We will need to submit the printing request to the banner company three months prior to the holiday and will need an additional two weeks to prepare the files for the printer. For example, the application cutoff date for Veterans Day will likely be around July 31<sup>st</sup> and the cutoff date for the Fourth of July will likely be around March 15<sup>th</sup>. This schedule is subject to change based on the requirements of the printer to guarantee delivery by the holiday.

**Sponsorships:** It's possible that there may be interest in sponsoring banners. We could create an opportunity for individuals or businesses to pay for banners and could add an option on the application for the individual to request this support.

**VFW Partnership:** Trustee Jarvis has been working with the VFW to develop this program.

### **Policy Questions:**

- Do you support this program?
- Do you support the eligibility guidelines as listed above?
- What information would you like included on the banner (i.e. name, photo, rank, and branch)?
- Which design option do you prefer?
- Do you support the program costs as outlined above?



# DISPLAYSALES

## Hometown Hero Banner Process

**IMAGERY** First, collect all photos that you have of your active service members or veterans. Some of these photos will be older and/or lower quality by nature - our graphics team can advise on how to make them suitable for use in a banner project. Using a high resolution flat-bed scanner is very helpful in maintaining quality. There are several scanning apps available for download on your smartphone.

**SPECIFICS** Next, gather details about your service members. Commonly used information is name, rank, division, and branch. Each project is different so you may want more or less information. It is important to remember that there is a limited amount of space available on a banner.

**CREATION** Once you've selected which look you want your banner to have (see several options below) and gathered the images and information for each service member, the design process begins. You will receive visual proofs to review and approve. Once we have approval on all designs, your order will be put into production and printed.

**Service Member Information** Please type out a list of the following information for each service member and email it to Display Sales along with a high resolution digital picture of each person that you'd like used on the banners. Please only skip a line between each person, not between individual lines of information.

**IMPORTANT**  
Please double check that ALL text is exactly as you'd like to see it laid out on the banner. Your typed information will be laid out exactly as it looks when we receive it.

### Most Commonly Used Information:

Name  
Branch

### Example:

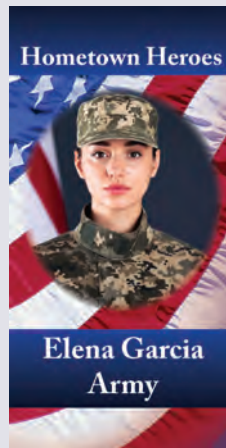
SSgt James Johnson  
US Army



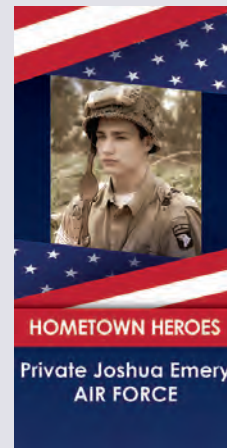
D444



D445



D446



D447



D505





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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: September 27, 2023  
**Re: Engineering Monthly Report – October 2023**

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### 2023 Road Program

- The remaining work includes restoration and punch list. We are working with the contractors to ensure grass growth in the earlier phases of the project where none has grown to date.
- Construction on the path to link Vista Run to Prospect Circle is done except restoration and fencing along the pond.

### Melinda Weaver Park Improvements:

- Three adjacent neighbors have requested trees be planted for noise attenuation. Engineering has prepared a planting plan and vetted it with the neighbors. Parks intends to have these trees planted in fall if possible.

### Miscellaneous:

- Woodside Water Tower Riser Pipe Replacement: Construction is progressing well. Contractor intends to have the tower back in service by October 6<sup>th</sup>.
- Brush collection began September 25, 2023, at 7:00 AM and staff is making good progress. As usual, we've borrowed equipment and an operator from Lisbon. Crews make one pass through the Village.
- Hydrant Flushing begins October 9, 2023.
- Leaf collection will likely start at the end of October.
- LRIP Grants are due November 1<sup>st</sup>. Staff is working on submitting an application to secure at least some funding for the 2025 Road Program.
- The yard waste site is open Mondays through the end of October. Saturday hours will continue until Mid-November.
- Public Works staff has been clearing brush along tree lines throughout the Village, most visibly at the yard waste site and along Waukesha Avenue. They have also mowed the vegetation over the Northeast Interceptor from Good Hope Road to Woodland Trails Phase 2 and a few other cross country sewer and water lines to improve access.
- Staff is working on application forms and marketing for the Water Softener Program that will be rolled out in January assuming this portion of the budget passes as submitted.

### 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: Utility installation is complete. Gravel base installation is nearly done and curb construction is expected this week. Paving is expected in mid-October. The final plat has been reviewed and comments sent to Developer's Engineer.
- Woodland Trails Phase 2: The top lift of asphalt has been completed as have the paths within the subdivision.