



N64W23760 Main Street  
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**PUBLIC WORKS COMMITTEE  
VILLAGE OF SUSSEX  
6:00 P.M. TUESDAY, DECEMBER 5, 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 November 7, 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. Recap on Water Tower Projects
6. Consideration and possible action on Sidewalk and Street Items:
  - A. Recap on 2023 Road Program and Road Condition Report
  - B. Easement for Associated Bank path
7. Consideration and possible action on Other Public Works Items
  - A. Leaf Pick-up
8. Staff report, updates, and possible action regarding subdivision, developments, and projects:
  - A. Engineer's Report
  - B. Resolution 23-35 accepting improvements at Highlands B (Highlands Court).
  - C. Resolution 23-36 accepting improvements at Woodland Trails (Plainview Rd.) and Woodland Preserve (Woodland Creek Drive).
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  
November 7, 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 President Anthony LeDonne

Members absent: Keith Markano

Also present: Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, 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 Adkins, seconded by Jarvis to approve the October 3, 2023 meeting minutes as presented.

Motion carried 4-0

**3. Comments from Citizens:**

Leah Amegashitsi W240N5710 Maple Grove Lane – Would like a flashing pedestrian crossing sign at the intersection of Elm Drive and Waukesha Avenue.

**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 \$69,528.12.

Motion carried 4-0

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

A. A motion by Jarvis, seconded by Uecker to recommend to the Village Board approval of Ordinance No 892 to Repeal and Recreate Chapter 13, The Sewer Service Code.

Motion carried 4-0

B. Update on Lawsuits with PFAS manufacturers

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

None

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

The Committee would like a leaf collection update at the December meeting.

**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 Uecker, seconded by Jarvis to adjourn the meeting at 6:39p.m.

Motion carried 4-0

Respectfully submitted,  
Kelsey McElroy-Anderson  
Assistant Village Administrator

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

PW DATE: 12/5/2023

VENDOR	AMOUNT		%COMPLETED	NOTES
AYRES ASSOCIATES INC	\$ 1,850.00	2023 WISLR PCR - PROF. SERV. THRU 10/21/2023	FINAL	
CEDAR CORPORATION	\$ 15,178.65	GOLDEN FIELDS - PROF. SERV. THRU 10/21/2023	ONGOING	BILL TO DEVELOPER: KAEREK HOMES
PARKING LOT MAINTENANCE INC.	\$ 11,891.81	MELINDA WEAVER PARK IMPROVEMENTS - 8/11-11/13/2023	96.3%	
R. A. SMITH	\$ 139.50	VISTA RUN PHASE 1 - PROF. SERV. SEPT 2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R. A. SMITH	\$ 1,870.00	2023 SUSSEX ROAD PROGRAM - PROF. SERV. SEPT 2023	99.7%	
R. A. SMITH	\$ 2,029.92	WOODLAND TRAILS PHASE 2 - PROF. SERV. SEPT 2023	ONGOING	BILL TO DEVELOPER: NEUMANN
RUEKERT & MIELKE INC	\$ 5,607.70	2023 GIS - PROFESSIONAL SERVICES 9/8-10/6/2023	100.0%	PARTIAL BILL TO DEVELOPERS: VISTA RUN/REDFORD HILLS
RUEKERT & MIELKE INC	\$ 2,626.50	THE HIGHLANDS PHASE 2B - PROF. SERV. 8/12-10/6/2023	ONGOING	BILL TO DEVELOPER: WANGARD
SHORT ELLIOTT HENDRICKSON INC	\$ 1,980.00	VISTA RUN PATH EASEMENT - 2023 ROAD PROGRAM	100.0%	PREPAID
WOLF PAVING CO, INC.	\$ 257,096.33	2023 ROAD PROGRAM - 8/26-11/15/2023	77.9%	
TOTAL	\$ 300,270.41			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: November 29, 2023  
**Re: Recap of Water Tower Projects**

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In 2022, a leak in the riser pipe at the Woodside Water Tower developed at a welded joint of the pipe. A temporary patch was installed on the ¼" hole to stop the leak, but during that repair the pipe was found to have internal thinning which required entire pipe replacement.

In June of 2023, the contract to replace the riser pipe was awarded to Lane Tank Company Inc. in the amount of \$72,250 plus a 10% contingency for a total allocation of \$79,475.

The final project cost was \$72,250. No contingency was needed.



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: November 29, 2023  
**Re: Recap on 2023 Road Program and Road Condition Report**

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As we are nearing final payment for the 2023 Road Program, we felt it would be important to discuss the final costs for the project and the real impact this project and other recent projects have had on the pavement condition ratings throughout the Village.

The 2023 Road Program took place in the neighborhoods around Prides Crossing. The project included the repair of utilities, curb and pavement on approximately 6.5 miles of roads in this neighborhood. It also included paving of the yard waste site driveway and construction of an asphalt path from Prospect Circle to the Vista Run subdivision.

The costs of the project were as follows:

	Total Allocation	Actual or Estimated Final Costs *	Remaining
Design, Soil Boring & Video Inspection	\$140,142.75	\$126,588.30	\$13,554.45
Construction and Inspection	\$6,437,642.97	\$5,109,769.00	\$1,327,873.97
Totals	\$6,577,785.72	\$5,236,357.30	\$1,341,428.42

\*Only final construction costs are estimated.

The largest savings was in the excavation below subgrade along with the breaker run stone and new gravel that would have been used to fill in those excavations if soft soils had been encountered. Thankfully, the existing soil was very solid throughout the project. The overall savings from these items was over \$750,000. In addition, we did not need to use much of the \$585,240 contingency fund that was allocated for the project. Funds not used for the project will be rolled over to help cover costs of future projects and reduce borrowing.

I also have a power point presentation for the Road Condition Report.



# Road Programs

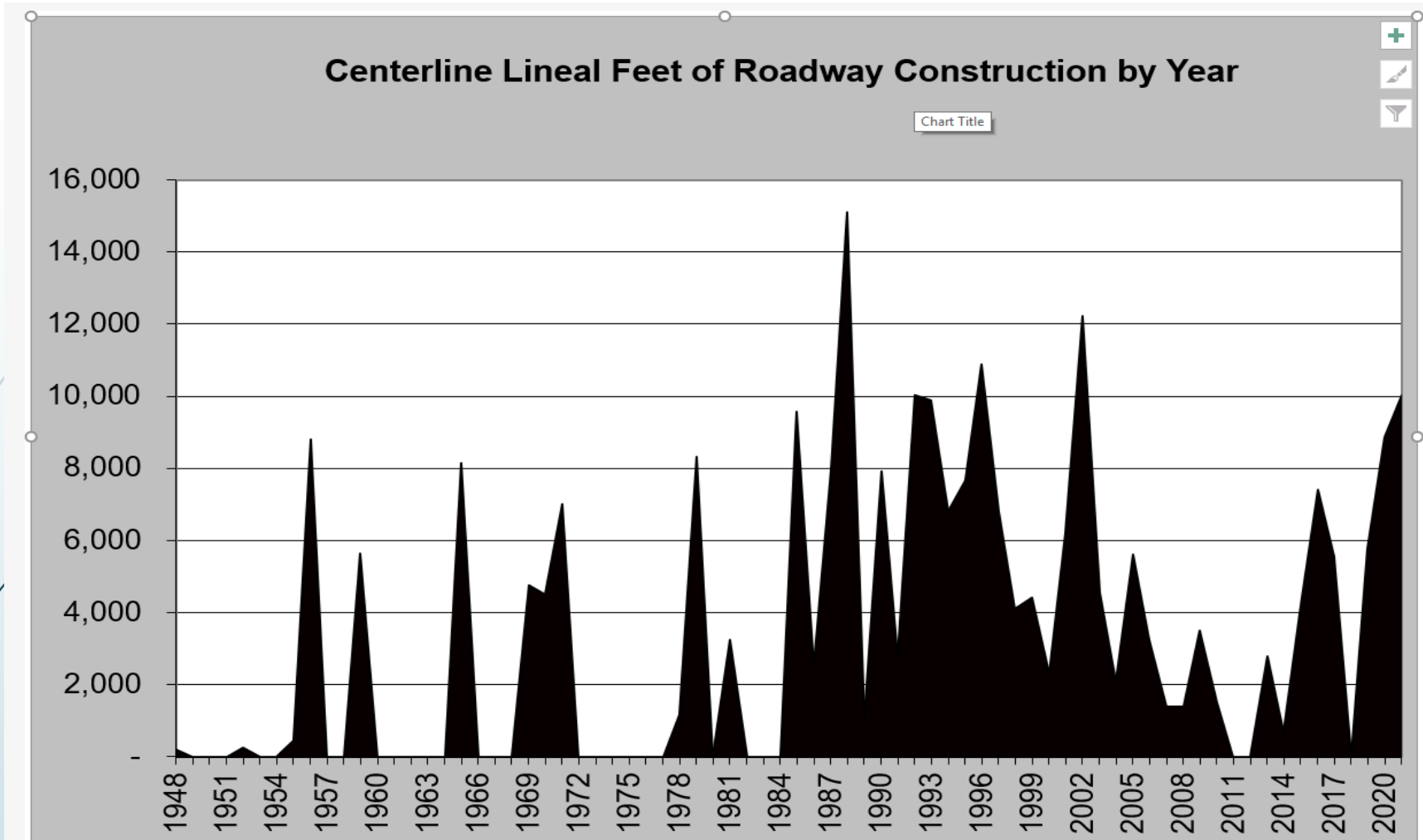
Recap on 2023 Road Program and Road Condition Report

Public Works Committee December 2023

## Strategic Plan Goal:

- Maintain good roads in a fiscally responsible manner.
- Maintain the roads to a level that prevents premature road reconstruction, which includes annual road programs and routine maintenance.





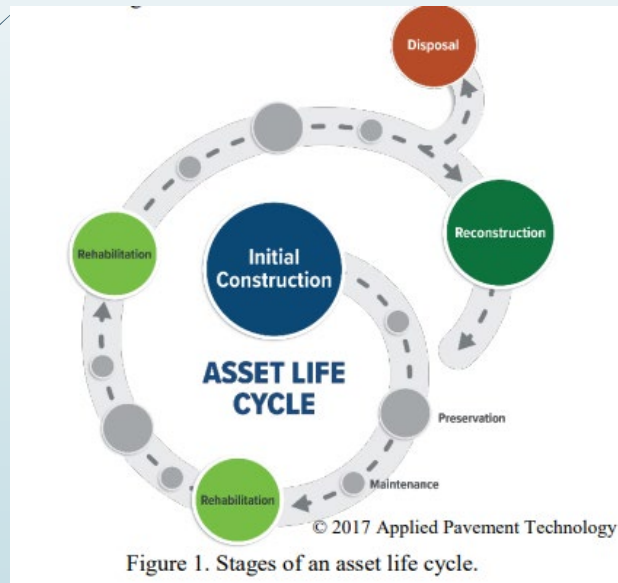
Roads built in the 1960's & early 1970's are at the end of their life cycle. A large percentage of our roads were built between 1988 and 2008.

Since 2012, we have added 12.23 miles of road to our system (about 2 road programs). 2023: 59.99 miles.



# Board Policy For Road Program:

- 1. Maximize the life of a road.



- Extensive DOT research for most cost effective asphalt road maintenance
  - Life Cycle Planning approach to road maintenance / asset management.
  - Est. 50 year life cycle
  - Includes 3 resurfacings and then reconstruction
- Sussex Board policy
  - Resurface each road in the Village every 13-17 years
  - Approximately 10 road programs every 15 years

# Board Policy For Road Program:

- ▶ **2. Get the most out of each dollar spent on the roads.**
- ❑ A resurfacing project costs about ¼ of the cost of a complete reconstruction.
- ❑ Skipping a cycle is expensive:

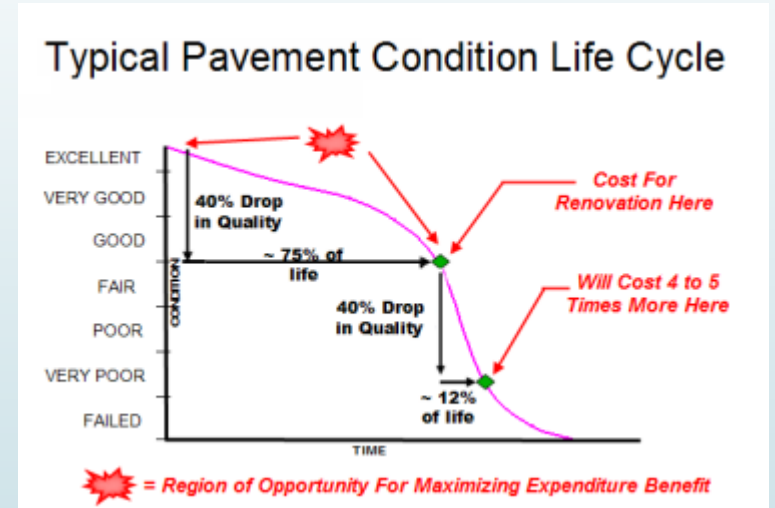


Photo 3: Hi-Tech Drive Pavement

- ❑ Hi-Tech Drive – built +/-1991 (30 yrs), bulb added +/-2009 (12 yrs). 2021: Bulb had minimal patches and was resurfaced. The 1991 pavement was removed and replaced (curb patched). Pavement was not salvageable (PCR = 3). A cycle had been skipped and we had to reconstruct 20 years too early. Spent \$50,000 more than necessary for 475 feet of road.
- ❑ Spring Green Heights: Built +/- 1968/69, Roads completely reconstructed in 2010 (+/- 41 years) due to lack of maintenance. We had to reconstruct about 10 years too early and spent \$1,250,000 more than necessary for 4,778 feet of road.

# Pavement Condition Ratings (PCR's)

- Completed every 2 years since 2001 (statewide requirement).
- Rating System:
  - 10 = Brand New
  - 9 = Excellent (like new)
  - 8 = Very Good – cracking just starting to reflect through
  - 7 = Good
  - 5 = Fair
  - 3 or 4 = Poor
  - 1 = Failed
- Data kept on statewide database (WISLR), includes construction and maintenance information, road widths, curb type, PCR's, etc.



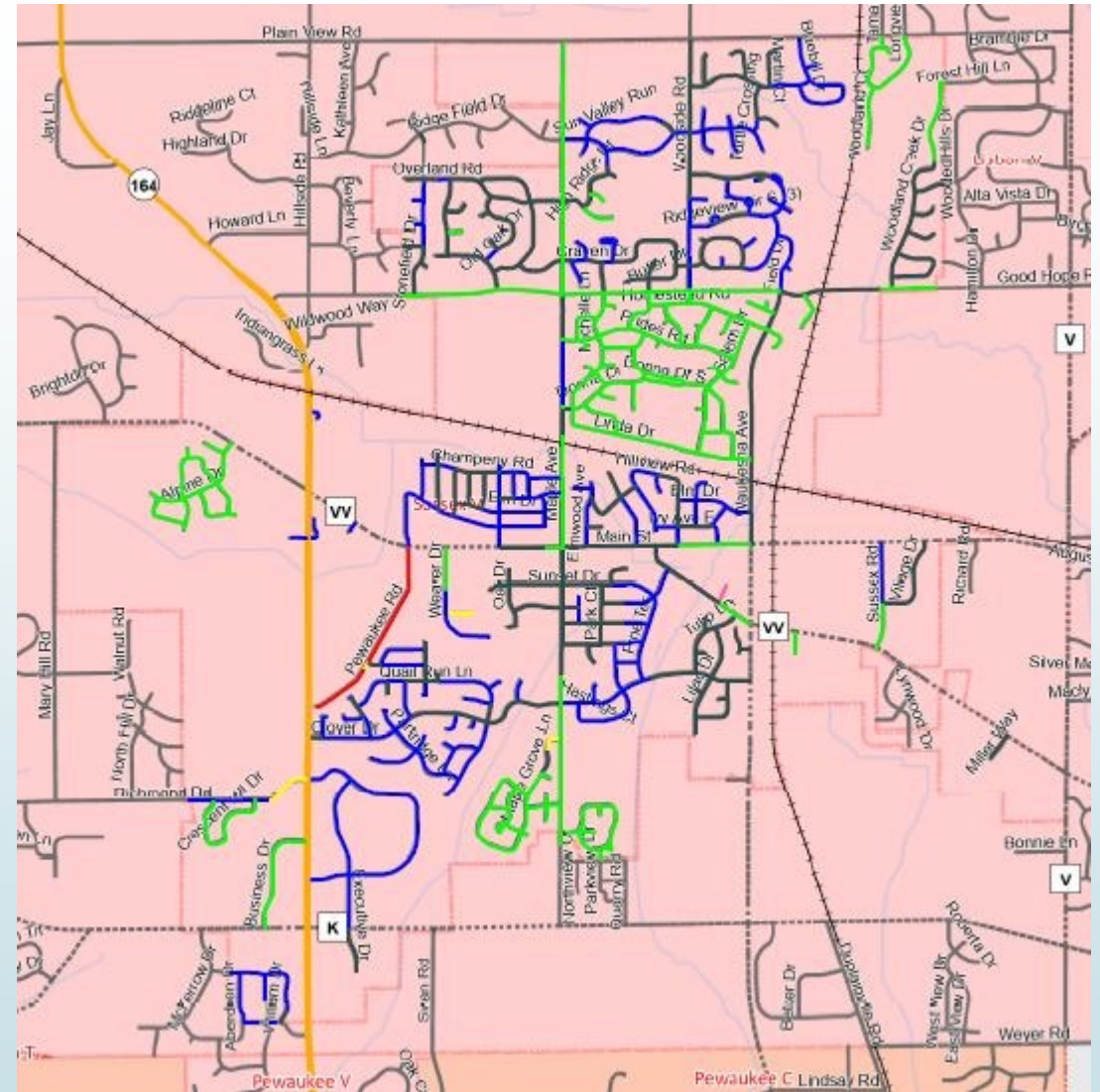
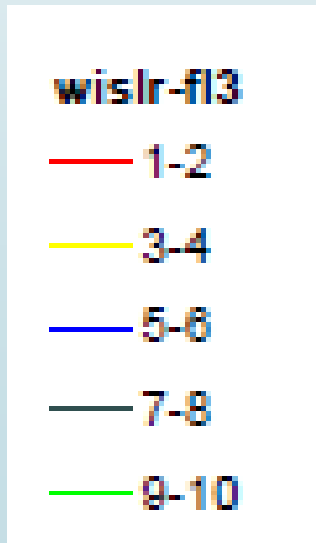
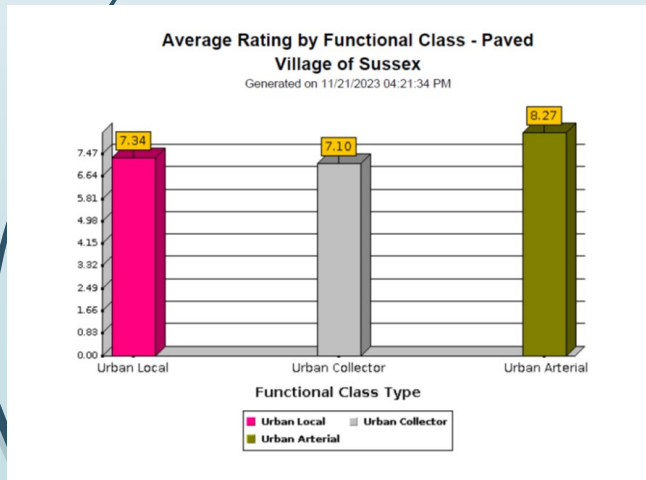
# Overall PCR's for Village of Sussex

Road Type	2017 PCR	2019 PCR	2021 PCR	2023 PCR
Local	7.4	6.94	6.99	7.34
Collector	7.44	7.16	7.34	7.10
Arterial	6.9	7.86	8.97	8.27
Asphalt	7.3	6.9	7.02	7.24
Concrete	7.8	7.89	8.35	7.82

- *Roads are in Good to Very Good Condition overall. Inspector was very impressed when comparing Sussex roads with those in that he inspected in adjacent communities.*
- *The overall condition of the roads look good, but as always, the devil is in the details – we do have roads in fair / poor condition.*
- *Asphalt roads are improving because we've had a large neighborhood road program in 2023 (first since 2015). As expected, PCR held steady in 2021 but increased in 2023.*
- *Concrete roads improved in 2019 and 2021 but dropped in 2023 due to the deteriorating condition of roads in the Corporate Center.*

## 2023 Pavement Condition Rating

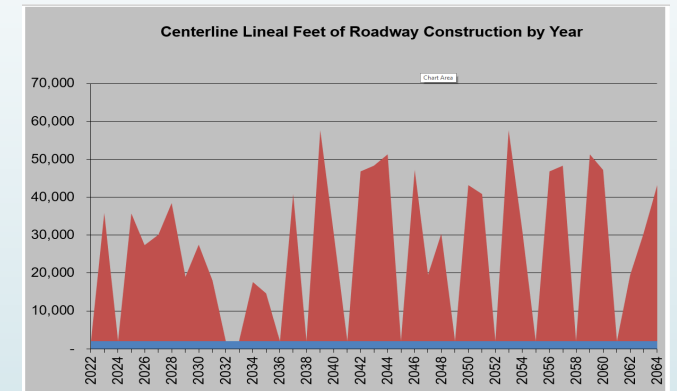
- Note the number of roads rated 5-6 in the area of the 2025 Road Program (north of Good Hope, east of Maple, west of railroad tracks).
- The 2026 Road Program will take place in the Sussex Heights area.
- The 2027 Road Program takes us into the Eagles Ridge area.
- The 2028 Road Program takes us to Spring Green and Crestview area.



# Board Policy For Road Program:

## 3. Spread costs so that the tax implications are not like a roller coaster.

- Take care of them a little at a time so the costs are as steady as possible at build out.



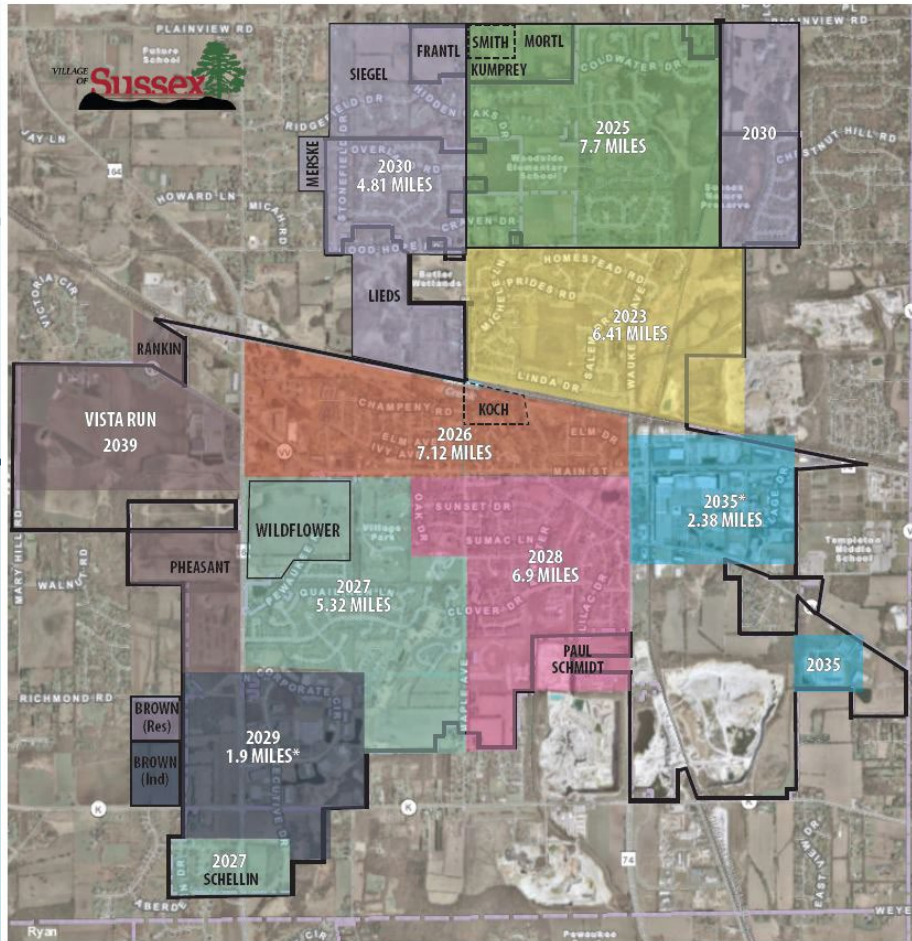
## 4. Overall program includes Arterials, Collectors, and non-neighborhood roads.

- Since 2007 the Village has reconstructed or resurfaced nearly all our arterial roads.
- Over 50% of General Fund debt is from arterial road work completed in the last decade.

## 5. Match life cycle of a roadway with utility infrastructure life cycles (sanitary, water, storm, storm ponds).

# Board Policy For Road Program:

- 6. When you do a neighborhood do the whole neighborhood at once.



- Keep it compact so Contractors can work most efficiently.
- Impact residents only once per decade.

\*Also in 2029 and 2035: Arterial Repairs, as needed, (Waukesha Avenue, Good Hope Road, Maple Avenue, Main Street).

Mileage listed is current mileage in each area that will be part of current CIP.



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: November 28, 2023  
**Re: Easement for Associated Bank Path**

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When the bridge between the Civic Center and Associated Bank was determined to be unsafe in October of 2022, the Committee authorized the removal of the bridge. At that time, the Committee indicated that they would likely want an alternate path constructed if we saw a need. Residents have been asking for a path in this area, and staff has been working with Associated Bank to find a location for the path to connect Orchard Drive with the Civic Center. Bank personnel were hesitant to have the path connected to their parking lot and wanted it far enough away from the parking lot to allow for snow storage. Exhibit B of the Easement document shows the approximate location for the path as negotiated with the Bank. The easement language is similar to other easements approved by the Committee and Board.

Public Works staff plans to construct the path next summer, after which we will have to path surveyed and a centerline legal description written to finalize this document. Materials costs for the path are anticipated to be between \$7,500 and \$10,000.

Staff recommends that the Committee recommend approval of this easement to the Village Board.



# Exhibit B: Path Easement



## Village of Sussex

Associated Bank - Sussex N64 W23710 Main Street  
SUXV0235963001

### 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 = 100'

## Village of Sussex

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

Print Date: 10/16/2023



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: December 1, 2023  
**Re: Engineering Monthly Report – December 2023**

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### 2023 Road Program

- Most of the punch list is done. The remaining work includes ensuring grass growth.

### 2025 Road Program

- The design RFP will be issued in mid-December along with the RFP for the storm and sanitary pipe video inspections.

### Miscellaneous:

- The last pass for leaf collection begins December 4<sup>th</sup>.
- We will receive an LRIP for the 2025 Road Program of about \$30,900.
- Public Works Streets staff will be trimming right of way trees throughout the Village. Impacted residents have been notified.
- Public Works Water staff has replaced about 60 of the planned 100 residential meters. A 3<sup>rd</sup> notice is being sent to residents who have not yet set up appointments.
- Wastewater Treatment Facility Upgrades –We plan to call a Technical Advisory Committee (TAC) meeting in January 2024 with our partners in this regional treatment plan (Menomonee Falls, Lisbon and Lannon) to discuss the proposed upgrades and cost sharing.
- Emergency Generators – staff has applied for a federal BRIC (Building Resiliency in Communities) grant for the 3 emergency generators budgeted for 2025. We will hire an electrical engineer to design the electric system improvements needed at each building.
- Menomonee Falls has begun the process with SEWRPC of completing the Sanitary Sewer Service Area for the rest of their Village. The plan calls for a few additional areas draining to the Sussex Wastewater Treatment Facility than originally anticipated.
- Lisbon is starting the design process for their Lisbon Town Center development along STH 164 north of Indian Grass Lane. This area will be served by Sussex sewer and water per our agreements with Lisbon.
- DNR continues to work on the Fox Illinois TMDL. Their river monitoring report and agricultural survey reports are done. They have just started working on modelling the watershed. They will be targeting Phosphorus and Total Suspended Solids, but they still haven't decided if they will include Chlorides in the load allocation allowances. They do not know yet when the final TMDL will be issued. DNR estimates 3-5 years from the start of the modeling process. Complying with the limits set by this study will be costly. Once we know our load allocations, our Village-wide stormwater management plan will need to be updated.

### Developments:

- Vista Run Phase 2: Top lift of asphalt has been installed. The remaining work is phase 2 path construction, and punch list.
- Vista Run Phase 3: Grading has begun.
- Redford Hills: Top lift of asphalt and remaining punch list have been postponed till Spring.
- Golden Fields: Binder Course of asphalt and sidewalk are complete. Surface course of asphalt will be installed in 2024.
- Wildflower: The second round of preliminary plan review is complete.

RESOLUTION NO. 23-35

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the Certified Survey Map for Highlands B, 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 Highlands Court at Highlands B, and

WHEREAS: The sanitary sewer, water mains and water laterals in the Highlands Court right of way; sanitary sewer, water main, and water lateral to the easement line, in the easement between SUXV0273999019 and SUXV0273999013 (from Business Drive to the south line of Redford Hills subdivision); storm sewer in Highlands Court and between Highlands Court and the storm pond; storm sewer, ditches, and culverts in the easements along the east, south, north and west lines of CSM #12340; storm pond on Outlot 1 of CSM #12340; public street including curbs, and concrete pavement (Highlands Court); street lights and street trees along Highlands Court; and the path in Highlands A & B between SUXV0273999019 and SUXV0273999013 (from Business Drive to the south line of Redford Hills subdivision) 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 December 12, 2023, and shall last until December 12, 2025. The Village shall hold surety for the Development in the amount of 10% of the total cost of the public improvements through the warranty period.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Village President

ATTEST: \_\_\_\_\_  
Clerk-Treasurer



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: November 29, 2023  
**Re: Highlands B (Highlands Court) Acceptance of Improvements**

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

Improvements included:

- Sanitary Sewer, Water Main, and Water Laterals in Highlands Court
- Sanitary Sewer, Water Main and Water Lateral in the easement between SUXV0273999019 and SUXV0273999013 (from Business Drive to the south line of Redford Hills subdivision)
- Curb and concrete pavement in Highlands Court
- Storm Sewer in Highlands Court and between Highlands Court and the storm pond
- Storm Sewer, Ditches, and Culverts in the easements along the east and south lines of CSM #12340 and along the north and west lines of CSM #12340.
- Storm pond on Outlot 1 of CSM #12340
- Street lights in Highlands Court
- Path in Highlands A & B between SUXV0273999019 and SUXV0273999013 (from Business Drive to the south line of Redford Hills subdivision)
- Street trees along Highlands Court

Note that the Storm Water Management Facilities within the development will be owned by the Village because it is a regional pond serving the Highlands B Business Park and the Redford Hills subdivision.

Staff recommends that the Committee recommend acceptance of the Public Improvements at Highlands B to the Village Board contingent on completion of some minor punch list items and completion of the Record Drawings / As-Builts for the development.

If the Committee and Board agree, then the warranty period would be for 2 years following the successful completion of the conditions of approval. A letter of credit in the amount of 10% of the total cost of the public improvements will be held through the warranty period.

RESOLUTION NO. 23-36

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the subdivision plats for Woodland Preserve and Woodland Trails, 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 Woodland Preserve and Woodland Trails, and

WHEREAS: The sanitary sewer, storm sewer, water mains and water laterals in the development; public streets including curbs, sidewalks, and pavement; storm ponds in the development; street lights and street trees; and the paths throughout the development 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. There will be no warranty for this construction. The Village shall release all surety for the Development.

Adopted \_\_\_\_\_

\_\_\_\_\_  
Village President

ATTEST: \_\_\_\_\_  
Clerk-Treasurer



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: November 29, 2023

**Re: Woodland Preserve and Woodland Trails Acceptance of Improvements**

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The Developer of the Woodland Preserve and Woodland Trails subdivision has completed the construction of public improvements in the development. Staff has inspected these improvements and finds them to be acceptable.

Improvements included:

- Sanitary Sewer, Storm Sewer, Water Mains, and Water Laterals in the development.
- Public streets including curbs, sidewalks and pavement
- Street Lights and Street Trees throughout the development
- Paths throughout the development
- Storm Ponds throughout the development

Staff recommends that the Committee recommend acceptance of the Public Improvements at Woodland Preserve and Woodland Trails to the Village Board contingent upon completion of some minor punch list items and completion of the Record Drawings / As-Builts for the development.

Because the binder course of asphalt was constructed more than 14 months ago, there will be no warranty for the construction (2021 and 2022). The remaining surety will need to be released.