



N64W23760 Main Street  
Sussex, Wisconsin 53089  
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**PUBLIC WORKS COMMITTEE  
VILLAGE OF SUSSEX  
6:00 P.M. TUESDAY, SEPTEMBER 3, 2024  
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 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. Notice of Village Board Quorum if such exists: (Chairperson to state: Please let the minutes reflect that a quorum of the Village Board is present and they may make comments if the rules are suspended to allow for the same.)

1. Roll call.
2. Consideration and possible action on minutes of the August 6, 2024 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. Contract with Waukesha County for Salt
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

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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.

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of  
August 6, 2024**

**1. Roll Call:**

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

Members present: Trustee Scott Adkins, Trustee Lee Uecker, Trustee Benjamin Jarvis, and Member John Gorman

Members absent: None

Also present: President Anthony LeDonne, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Public Works Foreman Dan Plese, 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 Uecker, seconded by Adkins to approve the June 4, 2024 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 Adkins to recommend to the Village Board approval of bills for payment in the amount of \$18,029.08.  
Motion carried 4-0

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

**A. Hydrant Maintenance Easement**

A motion by Uecker, seconded by Jarvis to recommend to the Village Board approval of a hydrant maintenance easement to the Village of Sussex from Sussex Corporate Park II, LLC.  
Motion carried 4-0

**B. Stormwater Easement**

A motion by Adkins, seconded by Jarvis to recommend to the Village Board approval of a stormwater easement at Highlands Court from the Village of Sussex to Sussex Corporate Park II, LLC.  
Motion carried 4-0

**C. Vista Run Stormwater Management Agreement**

A motion by Adkins, seconded by Uecker to recommend to the Village Board approval of the Vista Run Stormwater Management Maintenance Agreement.  
Motion carried 4-0

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

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

**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.

**B. Annual Intern Presentations**

Grace Loosen and Nolan Giles-Pufahl each gave a presentation.

**9. Other discussion for future agenda topics**

**10. Adjournment**

A motion by Adkins, seconded by Jarvis to adjourn the meeting at 6:23p.m. Motion carried 4-0

Respectfully submitted,  
Kelsey McElroy-Anderson  
Assistant Village Administrator

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

9/3/2024

VENDOR	AMOUNT		%COMPLETED	NOTES
GILES ENGINEERING ASSOCIATES, INC.	\$ 12,680.00	2025 ROAD PROGRAM DESIGN - PARKING LOTS	100.0%	
R. A. SMITH	\$ 11,644.17	VISTA RUN - PHASE 3 - PROF. SERV. JULY 2024	ONGOING	
RUEKERT & MIELKE, INC.	\$ 2,268.75	2024 GIS ANNUAL SERVICE - PROF. SERV. 7/13-8/09/2024 (2021 ROAD PROGRAM, 2025 ROAD PROGRAM & 2025 ROAD PROGRAM - PARKING LOTS	100.0%	
THE SIGMA GROUP, INC.	\$ 8,802.23	2025 ROAD PROGRAM DESIGN - PARKING LOTS - PROF. SERV. JULY 2024	32.0%	
WE ENERGIES ESSENTIAL SERVICES	\$ 16,471.20	ELECTRIC FACILITY RELOCATION AT CIVIC CENTER - GENERATOR	100.0%	PREPAID
TOTAL	\$ 51,866.35			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: August 20, 2024  
**Re: Salt Purchase 2024/2025 Season**

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Waukesha County has issued our Salt Agreement, which the Village Board must review and approve each year. The price of salt is \$94.86 per ton, which is \$2.91 more than last year (about a 10% increase). The quantity of salt available to us will remain at 2,100 tons. We only pay for what we use. In the 2023/2024 season we used 999 tons. The County purchases salt through the State contract and is the least expensive price available to us. Staff recommends that the Board approve the agreement.

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 \_\_\_\_\_, 2024 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 2024-2025 Winter season.

The Village of Sussex \_\_\_\_\_ agrees to pay the County **\$94.86 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 2024-2025 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: \_\_\_\_\_, 2024

**For Waukesha County:**

\_\_\_\_\_  
Name

Hans Guderyon \_\_\_\_\_  
Highway Operations Manager

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

8-15-2024  
\_\_\_\_\_  
Date

**Paul Farrow**  
County Executive

**Allison Bussler**  
Director



# Waukesha County

## Department of Public Works

July 29, 2024

Village of Sussex, Public Works  
Judy Neu  
N64W23760 Main St.  
Sussex, WI 53089

Re: Salt for **2024-2025** 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 **1161 tons**.
  - b. You requested **2100 tons** for this season.
  - c. Your last season's salt usage was **1000 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 **Monday October 14, 2024**.

If you have any questions concerning this agreement or change in terms, please contact me by email [HGuderyon@waukeshacounty.gov](mailto: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.

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**Date:** August 29, 2024  
**To:** Public Works Committee  
**From:** Judith A. Neu, Village Engineer  
**Subject:** Engineering Monthly Report – September 2024

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- 2025 Road Program:
  - Staff has reviewed the storm videos and prioritized repair needs. To stay within budget, we will not be repairing ditches or ponds. We will repair all manholes and catch basins in the road, but only repair the storm pipes that are in the worst condition.
  - Video inspection revealed inflow / infiltration issues at 8 residential sanitary laterals. Two laterals have been repaired, and 6 other residents have been notified and have started investigating to determine location of damage and the repair options.
- Generators: This project will be bid in October 2024.
- Water Pollution Control Facility: The TAC agreed to staff's recommended project scope. The only major change in scope since January is the determination that we should minimize the work on the Gravity Thickener in 2025, but plan for a total overhaul of the equipment in 5-7 years.
- PSB Roof Replacement is done except for a few punch list items, which are scheduled to be completed on September 5<sup>th</sup>.
- Staff plans to apply for a CMAQ grant from WisDOT for the Northeast Interceptor Trail from the south end of Woodland Trails subdivision to Good Hope Road. The trail will be mostly through the woods north of the yard waste site and then run between the farm field and the tree line south of the working portion of the yard waste site following the route of the Northeast Sanitary Interceptor Sewer..
- Since discovering in December/January that Sussex was paying the entire cost to treat significant infiltration into a portion of the Lannon Interceptor, we have recouped over \$76,000 from our partner communities for their share of that cost. Staff is working with Lannon & Menomonee Falls to identify the source(s) of the clean water inflow / infiltration.
- Water Softener Rebates: So far, we've issued 8 rebates for Optimizations (\$75 each) and 12 rebates for Replacements (\$200 each) for a total of \$3,000 spent.
- MS-4 Permit: The Upper Fox River group permit will soon be out for public comment. The permit period is 5 years (thru Oct 2029). The permit remains relatively unchanged. However, there are requirements for creating measurable goals and for creating or updating procedures for each program. There will be no requirements related to DNR's TMDL study that is currently underway. DNR anticipates that in the next 5-year permit cycle (2029-2033) we will need to complete our planning steps to show how we will meet the TMDL requirements and then start implementation of the plan with the 2033-2037 permit.

Developments:

- Vista Run Phase 3: Road grading and gravelling is underway. Curb installation is planned for the week of September 2<sup>nd</sup>. The binder course of asphalt will follow in mid-September.
- Redford Hills and Golden Fields: Top lift of asphalt and remaining punch list will be completed later this year.
- Wildflower: We are working with the developer on the Developer's Agreement. Developer will be importing and stockpiling fill from other sites to his property on the west side of Pewaukee Road just south of Main Street over the next few months.
- Wangard Site XII: Public Infrastructure plans have been approved. Construction is planned for late September.