



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

AGENDA
PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, JANUARY 7, 2020
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of 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 under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on the December 3, 2019 Public Works meeting minutes.
3. Comments from citizens and correspondence/communications received from citizens.
4. Consideration and possible action on bills for payment.
5. Consideration and possible action on Utility Items:
 - A. Timing Requirements for Connections to Public Utilities
6. Consideration and possible action on Sidewalk and Street Items:
 - A. Resolution 20-03 approving Road Closures for 2020 Village Sponsored Events.
7. Consideration and possible action on Other Public Works Items:
 - A. Electric scooters in the Village of Sussex.
8. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
 - B. Resolution 20-04 of Acceptance of Improvements for Johannsen Farms Subdivision.
9. Other discussion for future agenda topics
10. Adjournment.

Tim Dietrich
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 VILLAGE BOARD**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
December 3, 2019**

1. Roll Call

The meeting was called to order by Chairman Dietrich at 6:00 pm.

Members present: Trustee Tim Dietrich, Trustee Lee Uecker, Mike Schulist, and President Greg Goetz.

Members excused: Trustee Michael Bartzen.

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, and members of the Public.

Others present: Trustee Scott Adkins

A quorum of the Village Board was present at the meeting.

2. Consideration and possible action on minutes

A motion by Uecker, seconded by Schulist to approve the November 5, 2019 meeting minutes as presented. Motion carried 4-0.

3. Comments from Citizens

No one was present who wished to be heard.

4. Consideration and possible action on bills for payment:

A motion by Schulist, seconded by Goetz to recommend to the Village Board approval of bills for payment in the amended amount of \$417,670.63. Motion carried 4-0.

5. Consideration and possible action on Utility Items:

A. Clover Drive Culvert

The Committee provided direction to staff to assess the condition of the culvert ahead of the 2021 Budget discussions.

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

A. Good Hope Road Special Assessment Update

Mrs. Neu presented an updated special assessment report. Staff will meet with impacted property owners in the coming months, and will schedule the public hearing after these meetings. No action was taken.

B. South and Central Maple Avenue Special Assessment Preliminary Resolution

There was consensus to add to the February Public Works agenda time for discussion about if impacted property owners should be required to hookup to utilities within a specified period of time, and if yes, what that time period should be.

A motion by Dietrich, seconded by Goetz to recommend to the Village Board approval of the Preliminary Resolution Declaring Intent to Levy Special Assessments for the South and Central Maple Avenue Reconstruction project including the following policy decisions:

1. Village to offer an interest free incentive to property owners to pay the fee within the next 10 years. If the fee is not paid within 10 years, then the full 10 years of interest will be added on to the assessment at a rate of 3.5%.
2. After the 10 year term the village will continue to charge interest at a rate of 3.5%.

Motion carried 4-0.

C. North Maple Avenue Special Assessment Preliminary Resolution

A motion by Goetz, seconded by Uecker to recommend to the Village Board approval of the Preliminary Resolution Declaring Intent to Levy Special Assessments for the North Maple Avenue Reconstruction project including the following policy decisions:

- 1. Village to offer an interest free incentive to property owners to pay the fee within the next 10 years. If the fee is not paid within 10 years, then the full 10 years of interest will be added on to the assessment at a rate of 3.5%.
- 2. After the 10 year term the village will continue to charge interest at a rate of 3.5%.

Motion carried 4-0.

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

A. Ordinance 861 Obstructions in the Right of Way

A motion by Goetz, seconded by Uecker to recommend to the Village Board approval of Ordinance 861 to repeal and recreate Section 7.54(5)(B)1 and Section 7.54(5)(B)3 Of the Village of Sussex Code regarding obstructions in the Right of Way.

Motion carried 4-0.

8. Engineer’s Report

Mrs. Neu summarized the Engineer’s Report included in the meeting packet.

9. Other discussion for future agenda topics

None

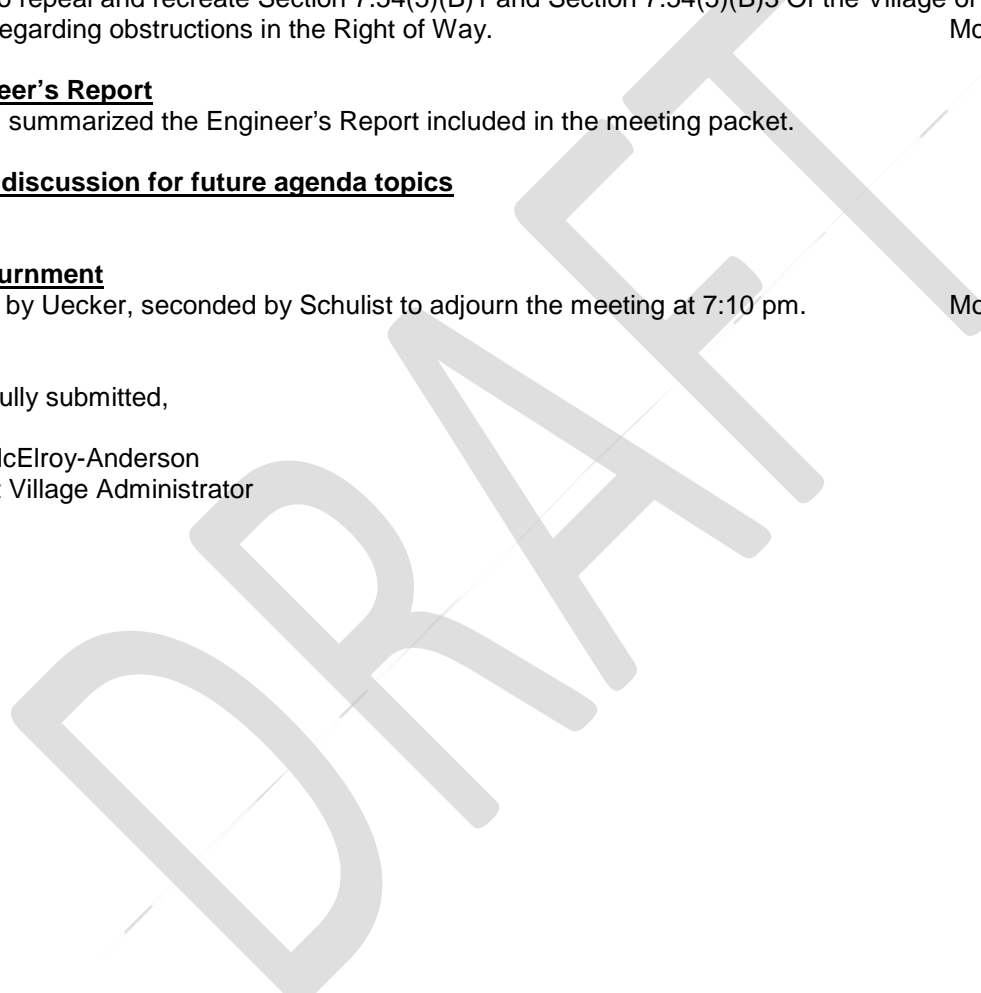
10. Adjournment

A motion by Uecker, seconded by Schulist to adjourn the meeting at 7:10 pm.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator



VILLAGE OF SUSSEX
PUBLIC WORKS COMMITTEE
BILLS FOR PAYMENT

1/8/2020

VENDOR	AMOUNT		%COMPLETED	NOTES
AYRES ASSOCIATES, INC.	\$ 250.00	2019 WI DOT WISLR PROGRAM	100.00%	PREPAID - DUE DATE
CEDAR CORPORATION	\$ 370.06	VP IMPROVEMENTS - PROF. SERV. THRU 11/16/2019	76.00%	PREPAID - DUE DATE
D.F. TOMASINI, INC.	\$ 24,173.01	VP IMPROVEMENTS - PROF. SERV. THRU 12/30/2019	100.00%	
FAUST COMPANY, INC.	\$ 16,700.00	WELL 4 & 5 WTP PROF. SERV. 6/20-12/17/2019	100.00%	
GRAEF	\$ 2,896.62	MAPLE AVE RECON - PROF. SERV. THRU 11/23/2019	98.00%	
HIGHWAY LANDSCAPERS, INC.	\$ 1,000.00	CLOVER DR BRIDGE REPLACEMENT	100.00%	
MID CITY CORPORATION	\$ 317,048.25	WELL 1, 2, 3 ABANDONMENT & BLDG DEMO - 8/13 THRU 12/10/2019	97.00%	
MID CITY PLUMBING & HEATING, INC.	\$ 10,511.39	REPAIR WATER MAIN BREAK - OAK COURT	100.00%	PREPAID - DUE DATE
R.A. SMITH NATIONAL	\$ 1,529.25	CLOVER DR BRIDGE REPLACEMENT - PROF. SERV. 11/1-30-2019	45.00%	
SELZER-ORNST CONSTRUCTION CO., LLC	\$ 330,565.00	SUSSEX PARK PAVILION PROF. SERV. THRU 11/30/2019	47.00%	
SHORT ELLIOTT HENDRICKSON, INC.	\$ 966.56	WELL 8 WTP CA - SERV. THRU 11/30/2019	51.20%	
SIGMA GROUP, INC.	\$ 85.00	HIDDEN HILLS S/D - PROF. SERV. THRU 11/30/219	ONGOING	BILL DEVELOPER: WESTRIDGE BUILDERS
SIGMA GROUP, INC.	\$ 576.98	SUSSEX PRESERVE-PHASE 2 - PROF. SERV. THRU 11/30/2019	ONGOING	BILL DEVELOPER: SAWALL DEVELOPMENT
STARK PAVEMENT CORPORATION	\$ 4,786.20	GOOD HOPE RD RECON.	97.70%	
SX BLASTING	\$ 975.00	PLAINVIEW RD TEST HOLES W/WOODLAND TRAILS SUBDIVISION	100.00%	PREPAID - DUE DATE
WATER WELL SOLUTIONS	\$ 30,562.50	WELL 8	100.00%	PREPAID - REQUEST
TOTAL	\$ 742,995.82			



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: December 27, 2019
Re: Timing Requirements for Connections to Public Utilities

During the discussion of the Special Assessment for the Maple Avenue Reconstruction project, the Committee requested that the topic of the timing requirement for connections to the public utilities be brought back for discussion. Past practice has been that we have allowed Village residents 5 years to connect to public sewer and water after it becomes available.

Section 13.05 of the Village's Municipal Code of Ordinances states that residents must connect directly to the Public Sewer within 12 months after the Public Sewer first becomes operational, or if an immediate health hazard exists, they must connect within 30 days.

The timing requirements for connections vary from community to community. Hartford and Delafield require connection within 1 year. Delafield has an option of up to a 10-year exemption for existing septic systems but the systems must be inspected every 2 years and the report submitted. If the system fails, if the property sells, or if a building permit is requested that would require the septic system to be modified, then they must connect within 1 year. Wisconsin Rapids requires connection within 30 days. West Bend requires connection within a reasonable time. Menomonee Falls requires connection within 6 months, but does not count December – March. Waukesha requires immediate connection upon the order of the health department and does not allow septic systems (privies).

This is a policy question for the Committee and the Board. Staff has no recommendation in terms of the time limit for connection, but we do feel that it is important to require a date certain for connection to Village sewer and water services.

RESOLUTION No. 20-03

- WHEREAS: The Village of Sussex sponsors the annual Classic Car Cruise Night, 4th of July Kiddie Parade, National Night Out, Main Street Block Party, Touch-a-Truck and Tree Lighting with Santa events; and
- WHEREAS: Classic Car Cruise Night will require the closure of Main Street from Elmwood Avenue, east to the Sussex Civic Center entrance driveway between the hours of 6 p.m. and 9 p.m. on Thursday, June 18, 2020; and
- WHEREAS: 4th of July Kiddie Parade will require the closure of Main Street from the Sussex Civic Center entrance driveway, west to Village Park between the hours of 9 a.m. and 10 a.m. on Saturday, July 4, 2020; and
- WHEREAS: National Night Out will require the closure of Main Street from Elmwood Avenue, east to the Sussex Civic Center entrance driveway between the hours of 5 p.m. and 9 p.m. on Wednesday, August 5, 2020; and
- WHEREAS: Main Street Block Party will require the closure of Main Street from Elmwood Avenue, east to the Civic Center entrance driveway between the hours of 9 a.m. to 4 p.m. on Sunday, August 16, 2020; and
- WHEREAS: Touch-A-Truck will require the closure of Main Street from Elmwood Avenue, east to the Civic Center entrance driveway between the hours of 4 p.m. to 8 p.m. on Friday, September 11, 2020; and
- WHEREAS: Tree Lighting with Santa will require the closure of Main Street from Maple Avenue, east to the Civic Center entrance driveway between the hours of 6 p.m. to 6:30 p.m. on Friday, December 4, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sussex approves the Main Street road closures for the following Village of Sussex sponsored events; Classic Car Cruise Night on June 18, 2020, 4th of July Kiddie Parade on July 4, 2020, National Night Out on August 5, 2020, Main Street Block Party on August 16, 2020, Touch-a-Truck on September 11, 2020 and Tree Lighting with Santa on December 4, 2020.

Adopted this ____ day of _____, 2020.

Gregory L Goetz
President, Village of Sussex

ATTEST: _____
Samuel Liebert
Administrative Services Director, Village of Sussex

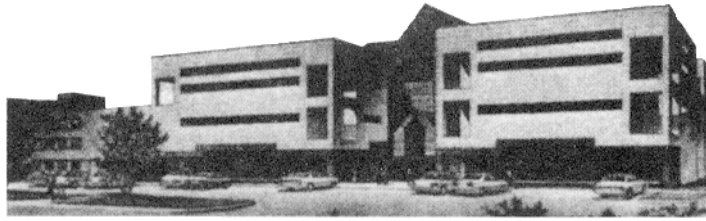
2020 Main Street Closure Dates:

*Street to be closed between Civic Center Entrance and Elmwood Ave for all events except 4th of July (the parade moves down Main to Village Park) and Tree Lighting (road is closed to Maple Avenue).

<u>DATE:</u>	<u>TIME:</u>	<u>EVENT:</u>
June 18	from 6-9pm	Classic Car Cruise Night
July 4	from 9am-10am	4 th of July Kiddie Parade
Aug 5	from 5-9pm	National Night Out
Aug 16	from 9am-4pm	Main Street Block Party
Sept 11	from 4pm-8pm	Touch-A-Truck
Dec 4	from 6pm-6:30pm	Tree Lighting – Santa



OFFICE OF THE SHERIFF



515 W. Moreland Blvd.
Box 1488
Waukesha, WI 53187

Waukesha County Jail
Box 0217
Waukesha, WI 53187

Waukesha County Huber
1400 Northview Road
Waukesha, WI 53188

ERIC SEVERSON, *Sheriff*

North East Public Safety Division
Captain Lisa Panas
Lieutenant Michael Pavlovich

12/17/19

To: Public Works Committee:

Reference: Regulation of Electric Scooters

Pursuant to 2019 Wisconsin Act 11 being enacted, several statutes have been adopted reference the regulation of Electric Scooters. Currently, the Village of Sussex does not have a problem with E- Scooters and I do not believe that we will see a large influx in the volume of E-Scooters utilized in our community.

Larger, urban areas, specifically, The City of Milwaukee and Madison have passed ordinances banning the use of E-Scooters in their communities. The exception to this being participation in a pilot study that is being administered by The Department of Transportation and overseen by The Department of Public Works. This study has several regulations regarding the use of E-Scooters, including, but not limited to; utilization of the Dockless Mobility System, no privately owned motorized scooters, geographical limitations and no use on sidewalks.

The pilot runs through 12/31/19. The results of this study will help identify the next steps in use and regulation of Dockless Scooters in these communities.

Due to lack of a current use of scooters in our community, coupled with a low likely hood we will see change in use in the near future, I do not think we need to participate in a pilot or consider regulation at this time. If regulation is a consideration, my suggestion would be to limit use on sidewalks and/or conduct a study in our community to determine potential issues.

Respectfully,

Captain Lisa M Panas

An Accredited Law Enforcement Agency

Administration: 262-548-7126 Records: 262-548-7156 Process: 262-548-7151 Jail: 262-548-7170 Huber: 262-548-7181 Fax: 262-548-7887



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: December 27, 2019
Re: Engineering Monthly Report – December 2019

Radium:

- As of June 30, 2019, the Village is compliant with the intent of the consent decree with the DNR and is putting only Radium compliant water into the system.
- The decommissioning of Wells 1, 2 and 3 are done. There will be punch list work in Spring.

Maple Avenue:

- Bid opening has been scheduled for late January. Proposals for construction inspection and geotechnical assistance are due in mid-January. Award is scheduled for February PW and Board.
- Right of way acquisition is done. Requests for temporary easements for grading and driveways were sent and about 90% have been received.
- All private utility plans have been approved and relocation work has started. AT&T is done with construction in the south section and plans to splice in early January. They have started working in the central section, and have not yet started construction in the north section. W.E. Electric is done in the south section, is nearly done in the central section now that they have their railroad permit, and is working in the north section. W.E. Gas is done in the central section and plans to be done with the north section in mid-January. W.E. Gas will be moving to the south section in January after AT&T is done. Charter is dependent on W.E. Electric for central and north sections and cannot start their work until W.E. Electric completes their relocation.
- All utilities are aware that their work must be done by March, 2020.

Miscellaneous

- Staff met with the Antique Power Association to discuss the damage to Weaver Drive. Their Board meets in January and we expect to hear back from them after that meeting.
- DNR informed us this month that they have started working on testing and monitoring of the Illinois Fox River, which is the main watershed in which the Village is located. That work is expected to take 2 years. DNR plans to analyze the data and prepare the Total Maximum Daily Load (TMDL) allocations in house. The soonest they predict that the watershed TMDL's will be completed will be 3 years from now. Once DNR has the load allocations in place, the Village will be required to invest in a significant number of new storm water management / infiltration facilities throughout the Village. This will include areas that are already developed.

Developments:

- Bastings Farm: The site on hold and has been stabilized for the winter. Electric and gas relocation work continues. The interior and exterior road work will take place in the Spring.
- Sussex Preserve Phase 2: The roads are paved. Gas is done, electric is being installed. Sidewalk construction is likely to be postponed until Spring. The final plat for addition #2 will be considered by the Plan Commission in January.
- Woodland Trails: Erosion control has been installed and tree removal has started. Grading and blasting will start when weather and ground conditions allow. We are waiting for final plans for the Plainview water main.

RESOLUTION NO. 20-04

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the Final Plat for the Johanssen Farms subdivision, 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 the subdivision, and

WHEREAS: The sanitary sewer; storm sewer; water mains; water laterals; stormwater management facilities; public streets including curbs, pavement, sidewalks and paths; street lights; street signs and traffic control signs; and street trees along all streets in the 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 January 14, 2020 and shall last until January 14, 2022. The Village shall reduce the letter of credit for this portion of the development down to 10% of the total subdivision improvements costs.

Adopted _____

Village President

ATTEST: _____
Clerk-Treasurer



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: December 27, 2019

Re: Johanssen Farms subdivision: Acceptance of Improvements

The Developer of the Johanssen Farms 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 to the curb stop
- Stormwater Management facilities
- Public streets, curbs, sidewalks and paths
- Street lights
- Street signs and traffic control signs
- Street trees

Staff recommends that the Committee recommend acceptance of the Public Improvements in the Johanssen Farms subdivision to the Village Board.