



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

**AGENDA**  
**PUBLIC WORKS COMMITTEE**  
**VILLAGE OF SUSSEX**  
**6:00 P.M. TUESDAY, NOVEMBER 1, 2016**  
**SUSSEX CIVIC CAMPUS - COMMITTEE ROOM 2<sup>nd</sup> FLOOR**

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 minutes of the regular Public Works meeting on October 4, 2016.
3. Comments from citizens present and correspondence/communications received 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. Consideration of stop sign request at Field Drive and Braddock Place.
7. Consideration and possible action on Other Public Works Items:
8. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
  - A. Engineer's Report
9. Other discussion for future agenda topics
10. Adjournment.

Tim Dietrich  
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 Jeremy Smith at 246-5200.

VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN

Minutes of the Public Works Committee meeting held on October 4, 2016.

Tim Dietrich called the meeting to order at 6:00 p.m.

Members present: Trustees Tim Dietrich and Lee Uecker, President Greg Goetz and Rick Vodicka.

Members excused: Trustee Bob Zarzynski.

Staff present: Administrator Jeremy Smith, Asst. Administrator Melissa Weiss, Administrative Services Director Casen Griffiths and Village Engineer Judy Neu.

Others present: Trustee Pat Tetzlaff, Bill Wiesneski, Roger Johnson

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

A motion by Uecker, seconded by Vodicka, to approve the minutes of the September 6, 2016 Public Works Committee meeting, as presented. Motion carried.

**Comments from citizens present and correspondence/communications received from citizens:**

Justin Schmidtke, W239N7232 Laurel Wood Court stated that he was looking for information regarding the Good Hope Road project, noting that he had looked online and there was limited information available. He is concerned with the potential impact to his property from the project as well as the possibility of a widening of the road which appears to be unnecessary. Mr. Smith noted that the Village Engineer could speak individually with Mr. Schmidtke regarding the project after she had given her report. Mr. Schmitke stated that was acceptable.

Mr. Vodicka stated that the sidewalks on east portion of the Main Street project appear to be an ocean and inquired as to why they appeared that way. Ms. Neu stated that the sidewalks are a contractor issue.

**Consideration and possible action on bills for payment:**

A motion by Vodicka, seconded by Uecker, to recommend that the Village Board approve the Public Works bills for payment in the amount of \$1,897,755.71 as presented. Motion carried.

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

None

**Consideration and possible action Sidewalk and Street Items:**

A motion by Vodicka, seconded by Goetz to recommend that the Village Board approve a proposal from R.A. Smith National, Inc. for bridge inspection services for the bridges on Clover Drive and Silver Spring Drive in the amount of \$875.00 with a +/- 10% contingency for a total allocation not to exceed \$1,000.00 Motion carried.

**Other Public Works Items:**

None

**Staff Report, update and issues, and possible action regarding subdivision developments, and projects.**

Ms. Neu reported that Main Street work is progressing; the new Silver Spring will be opened to traffic in late October. The Civic Campus entrance road and parking lot will have its top lift of asphalt done on Thursday and Friday. Main Street will be opened to traffic by mid-October. Contractors are working on the Civic Campus South Plaza, pillars are up and planters are being poured. WE Energies will begin work on electric line relocation on the Bugline Trail. Design work is progressing on Phase 2 of Main Street reconstruction, 90% of plans are expected by October 12<sup>th</sup>. Preliminary engineering reports on radium treatments are being prepared for DNR submittal and the design of the facilities are underway. Utility

work has begun on the Sussex IM project. Roads and utilities are complete in Woodside Ridge and Sussex Preserve with some punch list items remaining. Grading is complete for Johannsen Farms, with utility work to begin in early November due to a long lead time on the lift station. Plans for two new subdivisions, Ancient Oaks and Hidden Hills have been received. Mr. Vodicka asked when the stop signs at the Old Silver Spring Road intersection would be removed. Ms. Neu stated that they would be removed once the new traffic signals are functioning.

Roger Johnson, Secretary of the Brandon Oaks Subdivision presented a request from the subdivision's Board of Directors regarding maintenance of the subdivision's water system. The subdivision's system has had deferred maintenance and in order to address these deferred maintenance issues, the subdivision would need to hire an outside maintenance firm. As the Brandon Oaks water system is a part of the Village's water system there is the potential of negative impacts to the system if maintenance continues to be deferred and also if a maintenance firm does not complete work to the Village's standards. The Village currently performs some maintenance on the system, such as hydrant flushing. As such, the subdivision is looking to begin a discussion with the Village regarding potential options for the Village to perform maintenance on the subdivision's water system.

Mr. Goetz stated that this would need to be discussed further as research would need to be conducted to determine what costs would be associated with the proposal as well as what the Village's responsibilities would be. Mr. Smith noted that the Village would need to determine the extent of the maintenance that is needed for the system and its current condition. Mr. Vodicka stated that this is similar to what occurs when subdivisions want the Village to take over private stormwater facilities, and that the Village will need to determine the costs as well as ongoing responsibilities for the system. The consensus of the committee was to have staff research the proposal and bring the item back to the January committee meeting for further discussion.

**Other discussion for future agenda topics:**

None

A motion by Goetz, seconded by Uecker to adjourn the Public Works Committee meeting at 6:34 p.m.

Motion carried.

Respectfully submitted,

Casen J. Griffiths  
Administrative Services Director

VILLAGE OF SUSSEX  
PUBLIC WORKS COMMITTEE  
BILLS FOR PAYMENT

11/8/2016

VENDOR	AMOUNT		%COMPLETED	NOTES
ADVANTAGE PURCHASING, LLC	\$ 18,820.00	VOS CIVIC CENTER - MATERIALS	99%	
GILES ENGINEERING ASSOCIATES, INC.	\$ 4,360.00	MAIN STREET RECON-PHASE 1-CONSTRUCTION MAT'L TESTING	100%	
LOMC APPLICATION	\$ 8,000.00	SPRING CREEK - MAIN ST BRIDGE REPL. & EAST BR. DAYLIGHTING	100%	PREPAID - APPLICATION FEE
R.A. SMITH NATIONAL	\$ 1,116.20	SUSSEX PRESERVE		BILL TO DEVELOPER - ART SAWALL
R.A. SMITH NATIONAL	\$ 8,104.54	SUSSEX PRESERVE		BILL TO DEVELOPER - ART SAWALL
R.A. SMITH NATIONAL	\$ 28,270.74	MAIN STREET RECON-PHASE I - 6/1-30/2016	26%	
R.A. SMITH NATIONAL	\$ 27,127.22	MAIN STREET RECON-PHASE I - 8/1-31/2016	26%	
R.A. SMITH NATIONAL	\$ 22,111.92	MAIN STREET RECON-PHASE I - 07/1-31/2016	25%	
RUEKERT & MIELKE, INC.	\$ 82.50	MAIN STREET RECON-PHASE I - PROF. SERV. 9/3-30/2016	100%	
RUEKERT & MIELKE, INC.	\$ 47,354.40	MAIN STREET RECON-PROF. SERV. 9/3-30/2016	65%	
RUEKERT & MIELKE, INC.	\$ 1,517.25	PHOSPHORUS OPERATION EVAL. REPT - PROF. SER. 9/3-30/2016	ONGOING	
RUEKERT & MIELKE, INC.	\$ 2,026.07	JOHANNSEN FARMS - PROF. SERV. 9/3-30/2016	ONGOING	BILL TO DEVELOPER - MICHAEL KAEREK
SHORT ELLIOTT HENDRICKSON, INC.	\$ 595.89	MENOMONEE FALLS WM CONNECTION	5%	
SHORT ELLIOTT HENDRICKSON, INC.	\$ 6,705.89	WATER NEEDS ANALYSIS STUDY	89%	
SHORT ELLIOTT HENDRICKSON, INC.	\$ 397.98	WELL 1, 2, & 3 AMANDONMENT	3%	
SHORT ELLIOTT HENDRICKSON, INC.	\$ 9,844.26	WELL 8 WTP	5%	
SHORT ELLIOTT HENDRICKSON, INC.	\$ 4,487.07	WELL 8	5%	
SHORT ELLIOTT HENDRICKSON, INC.	\$ 635.99	QUAL PLEX BASEBALL PARK	3%	
VINTON	\$ 1,413,195.36	MAIN STREET RECONSTRUCTION - PHASE I	79%	
VISU-SEWER	\$ 811.25	MAIN STREET RECON-PHASE 2 - LATERAL INVESTIGATION	100%	PREPAID DUE TO DUE DATE
TOTAL	\$ 1,605,564.53			



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## MEMORANDUM

To: Melissa Weiss, Assistant Administrator / Public Works Director

From: Judith A. Neu, Village Engineer

Date: August 31, 2016

**Re: Stop Sign Request – Field Dr. and Braddock Pl. (Braddock Place Subdiv)**

The Sheriff's Department has received a request that a 3-way stop be installed at the intersection of Field Drive and Braddock Place in the Braddock Place subdivision. I would recommend against installing any stop signs at this intersection because none of the Federal STOP sign warrants are met for any of the intersection approaches.

### Warrants

The Federal Manual on Uniform Traffic Control Devices (MUTCD) provides guidance for use when considering the installation of a STOP sign. Engineering judgment should be used to establish intersection control. The following factors should be considered:

- Vehicular, bicycle, and pedestrian traffic volumes on all approaches;
- Number and angle of all approaches;
- Approach speed;
- Sight Distance available on each approach; and
- Reported crash experience.

YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:

- An intersection of a less important road with a main road where application of the normal right of way rule would not be expected to provide reasonable compliance with the law;
- A street entering a designated through highway or street; and / or
- An unsignalized intersection in a signalized area.

Therefore, in making my recommendation, I looked at the following criteria:

### Traffic Volume

Traffic counts were completed in August 2016 at the intersection. The maximum hourly traffic volume was 106 vehicles per hour. The Average Daily Traffic for this intersection is about 420 vehicles per day, with a maximum daily count of 565 vehicles during the 9 day study period. This intersection is considered very low volume.

### Roadway Geometrics

The intersection consists of two roads forming a T intersection, with Field Drive intersecting Braddock Place from the east and Braddock Place (south) / Field Drive (north) as the through north/south street. The streets are 36 feet wide and carry 2-way traffic. Braddock Place connects to Woodside Drive, while Field Drive connects to Good Hope Road. These are the two access roads to the Braddock Place subdivision. Field Drive continues north to Ridgeview Circle and is likely a convenient access for Ridgeview subdivision residents to reach Good Hope Road. That being said, the traffic volumes are very low.

### Sight Distance

The speed limit on these streets is 25 MPH and the study showed very good compliance with the posted speed limit. Sight distance in all directions is adequate at this intersection for the speed limit. There are no significant obstructions in the intersection vision triangles.

### Accident History

The resident requesting stop signs states that her neighbor's mailbox has been hit four times, but was not clear on the time period in which they occurred. The Sheriff's Department has record of only one incident. There have been no other crashes reported at the intersection and there have been no pedestrian / bicycle issues reported.

### Discussion

It is my opinion that none of the above conditions exist to the point where a STOP sign is warranted.

Many people believe that the installation of a STOP sign is a quick and easy way to increase safety at an intersection. In reality, unwarranted STOP signs can decrease the safety of an intersection. YIELD and STOP signs should not be used for speed control. This is not just my opinion; it is specifically stated in section 2B.04 of the MUTCD.

Unwarranted STOP signs receive a low level of compliance from drivers. When drivers arrive at a STOP sign and seldom see a reason to stop, they tend to roll through or run the sign. This can breed a general disrespect for other traffic control and cause a real problem when that other control is installed for the correct reasons. In addition, drivers tend to speed up when approaching and when leaving an unwarranted STOP sign in an unconscious attempt to make up for the time they lost at the STOP sign.

Statute 346.18 (3m) states in part, "the operator of a vehicle approaching the intersection on a highway which terminates at the intersection shall yield the right of way to any vehicle approaching the intersection on a highway which continues through the intersection". In this case, the road named Braddock Place technically terminates at Field Drive. However, given the roadway configuration, the North/South movement is actually the through movement and drivers westbound on Field Drive are required to yield to drivers on Braddock Place / Field Drive. Statute 346.18(3) states in part, "The operator of a vehicle shall stop ... before entering a through highway, and shall yield the right-of-way to other vehicles which have entered or are approaching the intersection upon the through highway."

A similar rule applies to pedestrians entering an intersection. Statutes 346.24(1) states in part, at an uncontrolled intersection, "the operator of a vehicle shall yield the right-of-way to a pedestrian, or to a person riding a bicycle or electric personal assistive mobility device in a manner which is consistent with the safe use of the crosswalk by pedestrians, who is crossing the highway within a marked or unmarked crosswalk." If drivers are disregarding the statutes, it is probably because there is typically not enough traffic (vehicular or pedestrian) at the intersection for most drivers to see justification to stop. If that is true, then chances are we will get very little, if any, compliance from drivers if a STOP sign is installed.

Stop signs should not be used to control speed, and the sight distance at this intersection is adequate for the speed limit. Speed does not appear to be an issues based oon the study results,

so additional enforcement would be ineffective. Alternatives to STOP signs at the intersection requested by the neighbors that could be considered by the Public Safety and Welfare Committee include:

- Installation of 25 MPH Speed Limit signs on Braddock Place facing traffic in both directions.
- Intersection ahead signs on Braddock Place facing traffic in both directions.
- While we have no evidence that problems exist, if sight distance or crashes are truly an issue at this intersection, then the committee might consider installing a STOP sign for westbound traffic on Field Drive at Braddock Place / Field Drive.

The conditions at this intersection do not meet the warrants for any STOP signs and they are not recommended.

END.



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## MEMORANDUM

To: Melissa Weiss, Assistant Village Administrator / Public Works Director  
From: Judith A. Neu, Village Engineer  
Date: October 25, 2016  
**Re: Engineering Monthly Report – October 2016**

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### Main Street Reconstruction – Phase 1:

- Work for the next month will consist of :
  - Opening of Silver Spring Drive in early November.
  - Street lights, signing, restoration and planting in stages 2, 3, and 5.
  - Planting trees in front yards of Library and Civic Center.
  - Miscellaneous minor work in and around Civic Campus Parking Lot.
- Work continues on the We Energies electric line replacement work and will start along the Bug Line this month.
- New meter pedestal installation at homes and businesses that are impacted by overhead to underground conversion continues.
- Civic Campus lighting and most of the shrubs/landscaping will be postponed until Spring.
- Floodplain map change request has been submitted to FEMA.

### Main Street Reconstruction – Phase 2:

- Design work is progressing on Phase 2. 90% plans and draft specifications have been reviewed. Final plans are due to be delivered on December 1, 2016. Bidding will take place in January 2017.

### Radium:

- Preliminary Engineering Reports are being prepared for DNR submittal and designs of the facilities are underway.
- Plans and specifications for treatment facilities at Wells 4 and 5 will be complete and sent to DNR by the end of 2016. Bidding will take place after DNR approval is received.
- Bidding for Temporary and Permanent Well Drilling at Well 8 site is anticipated in the first half of 2017.
- PERF and ITA for Safe Drinking Water Loan Fund financing will be submitted.

### Developments:

- Woodside Ridge (Butler Farm): Road and utilities are complete. Some punch list items remain.
- Sussex Preserve: Road and utility work is complete. Some punch list items remain.
- Johannsen Farms: Grading is essentially complete. Utility work has begun. Due to long lead time on Lift Station, construction will not be complete till 2017.
- Marchese / Duchow: Phase 2 plans have been approved. Approvals for Main Street work and STH 164 work are still pending (DOT and County). Construction expected in Spring 2017.
- Sussex IM: Water main construction is complete. Path Extension is expected to be done before Thanksgiving.
- Mammoth Spring South: Grading and utility has started. Foundation construction has begun.
- Ancient Oaks: Preliminary Plat, storm water plan and road/utility plans have been submitted.
- Hidden Hills: Preliminary Plat, storm water plan and road/utility plans have been submitted.

END.