



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, MAY 6, 2025
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 Sussex PW Committee, at which a quorum or negative 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 Quorum, (Chairperson to announce the following if a quorum/negative quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum/negative quorum of the Village Board are present and that the Village Board members may be making comments as part of any public comments sections, public hearings, or if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on minutes of the March 4, 2025 Public Works meeting.
3. Consideration and possible action on bills for payment.
4. Consideration and possible action on Sidewalk and Street Items:
5. Consideration and possible action on Utility Items:
 - A. 2024 Annual DNR Stormwater Report
 - B. Water Utility Pick-up Truck replacement
6. Consideration and possible action on Other Public Works Items
7. Staff report, updates, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
8. Other discussions for future agenda topics
9. Adjournment.

Scott Adkins
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.

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
March 4, 2025**

1. Roll Call:

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

Members present: Village President Anthony LeDonne, Trustee Scott Adkins, Trustee Lee Uecker, and Member John Gorman

Members absent: Trustee Ben Jarvis

Also present: Assistant Village Administrator Katherine Gehl, Village Administrator Jeremy Smith, Village Engineer/Public Works Director Judith Neu, Trustee Stacy Riedel, and Asst. Director of Public Works Jon Baumann

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

2. Consideration and possible action on minutes:

A motion by Uecker, seconded by Gorman to approve the February 4, 2025 meeting minutes as presented.
Motion carried 4-0

3. Consideration and possible action on bills for payment:

A motion by Adkins, seconded by LeDonne to recommend to the Village Board approval of bills for payment in the amount of \$13,553.08.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

- A. Update on painting bids for WWTF
 - B. Replacement of intermediate lift pump at WWTF
- An update will be provided at an upcoming Public Works Committee meeting.

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

None

7. Staff Reports, update and issues, and possible action regarding subdivision, developments, and projects:

- A. Ms. Neu summarized the Engineer's Report included in the meeting packet.
- It was noted that the Railroad crossing by the yard waste facility is deteriorating.

9. Other discussion for future agenda topics

None

10. Adjournment

A motion by Adkins, seconded by LeDonne to adjourn the meeting at 6:39p.m.

Motion carried 4-0

Respectfully submitted,
Jennifer Boehm
Village Clerk

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

5/6/2025

VENDOR	AMOUNT		%COMPLETED	NOTES
RA SMITH	\$ 12,753.00	PAVING AND PARKING LOT REHAB	4%	
LALONDE CONTRACTORS	\$ 377,466.43	2025 ROAD PROGRAM	5%	
ALL LINES UTILITY SERV.	\$ 300.00	PSB REPAVING & SIDEWALK REPAIRS		
NICHOLAS & ASSOC	\$ 117,761.00	PARK SHOP/THE RIDGE	2%	
PARKING LOT MAINT INC	\$ 56,299.81	2025 PARKING LOT REHABILITATION	5%	
WIL-SURGE ELECTRIC, INC	<u>\$ 45,196.25</u>	EMERGENCY GENERATORS	8%	
Total	\$ 609,776.49			



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MEMORANDUM

To: Public Works Committee

From: Judith A. Neu, Village Engineer/Public Works Director

Date: April 8, 2025

Re: Village Wide DNR Stormwater Discharge Permit Annual Report

The Village's Annual Report to DNR for our Municipal Storm Water Discharge Permit has been completed and is attached for your review. Here are some of the highlights. The report is also posted on the website.

- Public Education and Outreach goals are met primarily through the Waukesha County Storm Water Education program. Information is also provided on the Village Website, and through fliers available at Civic Center and at events like National Night Out. The Village provides additional information to the public regarding lawn care, yard waste, composting, and pet waste. The Village participates in the Adopt a Drain program with the County. The Adopt a Drain program requests the participant to clean the drain two times per month and to report the quantity removed to the County.
- Public Involvement and Participation goals are part of the Village's political culture. Residents and business owners are encouraged to be part of the planning of public projects and are kept informed about public and private projects via meetings and the website. This annual report to the Committee is also part of that public involvement.
- Illicit Discharge Detection and Elimination testing was completed annually by Village Staff by field screening and testing of dry weather discharges at 6 priority storm outfalls annually and 5-7 major outfalls, so that each is visited every 5 years. In 2024, the test results did not show evidence of illicit discharges.
- Construction Site Pollutant Control is handled through the Village's Storm Water Management Code and the Erosion Control Permitting process. A few minor erosion control issues were found in 2024. They were quickly corrected. Inspections were completed by Building Inspectors on building sites and by Engineering Division or Consultants in subdivisions.
- Post-Construction Storm Water Management is handled through the Village's Storm Water Management Code and Storm Water Management Plans. Developers are required to provide storm water quality and quantity controls, and infiltration. Long-term maintenance requirements are included in Developers Agreements or Storm Water Maintenance Agreements. An annual inspection program for Village owned ponds has been implemented. A prioritized list of maintenance tasks has been developed and are addressed during road program projects.
- Pollution Prevention tasks constitute a major portion of Public Works Staff work each year. They consist of catch basin cleaning, street sweeping, leaf and brush collection, outfall cleaning, roadside ditch cleaning and maintenance, and storm water facilities maintenance. Pre-wetting of salt during snow operations continues to allow us to minimize salt use, and brine applications allow us to avoid salting operations on several occasions each year. Staff collected 63 tons of street sweepings in 2024 (53 Tons in 2023). Staff removed 6 tons of material from cleaning 90 catch basin sumps in 2024 (4 Tons, 194 catch basins in 2023).
- The Village has surpassed the required 20% reduction in Total Suspended Solids with a 26.19% reduction. Further reductions are possible by continuing to implement the recommendations and projects in the 2011 Storm Water Management Master plan. DNR has begun work on the Fox-Illinois TMDL study which will impact the Village's reduction requirements for Phosphorus, Total Suspended Solids, and possibly Chlorides. Staff met with DNR and other members of the Upper Fox River Watershed Group in February 2024 to discuss the new permit and provided feedback and comments to DNR on the initial draft permit in 2024. The updated permit was finalized and issued November 1, 2024. The updated permit will expire on October 31, 2029. TMDL requirements were not included with the updated permit cycle. Next permit cycle = planning requirements will be added with implementation requirements added in subsequent permit cycles.
- Spring Creek is on the federal list of impaired water bodies due to low dissolved oxygen due to Total Phosphorous loads. The Pewaukee River is listed as impaired due to chlorides and Total Phosphorous loads.
- Staff continues to make program improvements on staff training and awareness, pond inspections frequencies, outfall cleaning, annual reports on private storm facilities, and to street sweeping and catch basin cleaning operations.

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2024 Annual Report

County: Waukesha

Municipality: Sussex, Village

Permit Number: S050105

Facility Number: 30735

Reporting Year: 2024

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)

- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Sussex, Village

Facility ID # or (FIN): 30735

Updated Information:

☐ Check to update mailing address information

Mailing Address: N64 W23760 Main Street

Mailing Address 2:

City: Sussex, Village

State: WI

Zip Code:

53089

xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Judith

Last Name: Neu

☒ Select to **update** current contact information

Title: Village Engineer

Mailing Address: N64 W23760 Main Street

Mailing Address 2:

City: Sussex

State: WI

Zip Code: 53089

xxxxx or xxxxx-xxxx

Phone Number: 262-246-5200

Ext:

xxx-xxx-xxxx

Email: jneu@sussexwi.gov

Additional Contacts Information (Optional)

☒ I&E Program

☐ IDDE Program

☐ IDDE Response Procedure Manual

Individual with responsibility for:
(Check all that apply)

- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name: Jayne

Last Name: Jenks

Title: Parks and Land Use

Mailing Address: 515 W Moreland Blvd

Mailing Address 2:

City: Waukesha

State: WI

Zip Code: 53188 xxxxx or xxxxx-xxxx

Phone Number: 262-896-8305 Ext: xxx-xxx-xxxx

Email: www.waukeshacounty.gov

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name: Judith

Last Name: Neu

☒ Select to **update** current contact information

Title: Village Engineer

Mailing Address: N64W23760 Main Street

Mailing Address 2:

City: Sussex

State: WI

Zip Code: 53089 xxxxx or xxxxx-xxxx

Phone Number: 262-246-5200 Ext: xxx-xxx-xxxx

Email: jneu@sussexwi.gov

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach Waukesha County

☒ Public Involvement and Participation Waukesha County

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management _____

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☐ Yes
☒ No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? ☒ Yes ☐ No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps) <input checked="" type="checkbox"/> Information booth at event <input checked="" type="checkbox"/> Targeted group training (contractors, consultants, etc.) <input checked="" type="checkbox"/> Government event (public hearing, council meeting) <input checked="" type="checkbox"/> Workshops <input type="checkbox"/> Tours <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> Passive print media (brochures at front desk, posters, etc.) <input type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email. <input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.) <input checked="" type="checkbox"/> Social media posts <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Website <input type="checkbox"/> Other: <input type="text"/>

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other: <input type="text"/>

- e. Will additional information/summary of these education events be attached to the annual report?
☒ Yes ☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Minimum Control Measures - Section 2 : Complete**2. Public Involvement and Participation**

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input checked="" type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input checked="" type="radio"/> Yes <input type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

☐ NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Residents-AdoptaDrain asked to clean 2X/month & report quantity removed(253 volunteers; reported 3500 pounds of material removed). Citizen Stream monitors-collects water quality data-local waters(50+people at 29sites). AR presented @PW Comm Spring.

Minimum Control Measures - Section 3 : Complete**3. Illicit Discharge Detection and Elimination**

a. How many total outfalls does the municipality have?

288

b. How many major outfalls does the municipality have?

32

- c. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 13
- d. From the municipality's routine screening, how many were confirmed illicit discharges? 0
- e. How many illicit discharge complaints did the municipality receive? 0
- f. From the complaints received, how many were confirmed illicit discharges? 0
- g. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? 0

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- h. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- ☒ Verbal Warning 0
- ☒ Written Warning (including email) 0
- ☒ Notice of Violation 0
- ☒ Civil Penalty/ Citation 0

Additional Information: _____

- i. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Village has 32 major outfalls, 6 priority & 4-7 major outfalls evaluated (visited every 5 years). In 2024 discharge found at one outfall was potable water.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? 15
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? 15
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? 160
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- ☒ Verbal Warning

- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation
- ☒ Stop Work Order
- ☐ Forfeiture of Deposit
- ☐ Other - Describe below

32

24

0

0

0

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many new structural storm water management Best Management Practice (BMP) have received local approval ? 1
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,
- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No
- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? 1
Inspections completed by private landowners should be included in the reported number.
- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No
- e. Does MS4 have maintenance authority on these privately owned BMPs?
☒ Yes ☐ No
- f. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.
- ☒ Verbal Warning 4
 - ☒ Written Warning (including email) 4
 - ☒ Notice of Violation 0
 - ☒ Civil Penalty/ Citation 0
 - ☐ Forfeiture of Deposit

☐ Complete Maintenance

☐ Bill Responsible Party

☐ Other - Describe below

- g. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

For clarifications on 5e: The Village Ordinance-Code Section 14 allows authority on privately owned BMPs.

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of "municipally owned" (i.e., publicly owned BMPs) or operated (i. e., privately owned BMPs) structural storm water management best management practices.
- b. How many new municipally owned storm water management best management practices were installed in the reporting year ?
- c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year?
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance?
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Village mowed 57 ponds-municipally owned & operated. Staff performs woody vegetation removals. Major structural repairs are addressed the following year. Minor structural repairs/updates are completed with biannual road contracts.

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* ☐ Not Applicable

- g. How many municipal properties require a SWPPP?
- h. How many inspections of municipal properties have been conducted in the reporting year?
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No
- j. If yes, describe what changes have been made. Limit response to 250 characters

and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
☒ Yes ☐ No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? ☐ Yes ☒ No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency Approximately 4-6 times per year or as needed.
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
☒ Yes- Explain frequency Annual Cleaning-Outside Contr.-Once every 5 yrs.
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No
- w. Where are the residents directed to store the leaves for collection?
☐ Pile on terrace ☒ Pile in street ☐ Bags on terrace

☐ Other - Describe _____

- x. What is the frequency of collection?

Once every two weeks during fall season via vacuum collection or Tink collection followed by same day street sweeping.

- y. Is collection followed by street sweeping?

☒ Yes ☐ No

- z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*)

121

- ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	0	47	255	317	415	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	0	0	10764	6579	8615	0

- ac. Was salt applying machinery calibrated in the reporting year?

☒ Yes ☐ No

- ad. Have municipal personnel attended salt reduction strategy training in the reporting year?

☒ Yes ☐ No

Training Date	Training Name	# Attendance
4/28/2024	2024 North American Snow Conference	1

- ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Salt and brine totals submitted thru March 20, 2025.

Internal (Staff) Education & Communication

- af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element ?

☒ Yes ☐ No

If yes, describe what training was provided (250 character limit):

Discussion of policies re: water main breaks, SWPP, leaf & grass clipping disposal, winter road maintenance & construction site pollution control program.

- ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures

and pollution prevention program requirements.

Elected Officials

Monthly engineers report, overview of MS4 annual report, meetings, website.

Municipal Officials

Monthly engineers report, overview of MS4 annual report, meetings, website.

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Monthly engineers report, overview of MS4 annual report, meetings, website.

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No

If yes, check the areas the map items that got updated or changed:

☒ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☒ Outfalls

☐ Other - Describe below

Updated with new developments and bi-annual road repair program.

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	---------------------------------	--------------------------------	------------------------

Element: Public Education and Outreach

3000	3000	3000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Public Involvement and Participation

1400	1400	1400	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

500	500	500	<u>Storm water utility</u>
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Element: Construction Site Pollutant Control

23440	12480	24236	<u>Storm water utility</u>
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Element: Post-Construction Storm Water Management

63649	63500	179800	<u>Storm water utility</u>
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Element: Pollution Prevention

20746	21300	21300	<u>Storm water utility</u>
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Other (describe)

			<u>Select...</u>
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Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☒ Yes ☐ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Required Attachments and Supplemental Information


Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[Storm Sewer Map-Small Scale 2025.pdf](#)


Attach - Other Supporting Documents

AR WintRdMain

 File Attachment


[Winter Road Maintenance Plan 2025.pdf](#)

AR SWMap

 File Attachment


[Storm Sewer Map-No Aerial-Small Scale 2025.pdf](#)

AR LeafYardMgmt

 File Attachment

[Leaf and Grass Clipping Disposal Program 2025.pdf](#)

AR Other

 File Attachment


[Water Main Break & Testing Plan 2025.pdf](#)

AR BMPInspSum

 File Attachment


[20240821 Stormwater Pond Inspection DP#10D - Nighthawk Ct.pdf](#)

AR BMPInspSum

 File Attachment

[20240904 Stormwater Pond Inspection WP#17 North \(Plans WP 3A\).pdf](#)

AR BMPInspSum


 File Attachment

[20240904 Stormwater Pond Inspection IB #17 Center \(Plans IB 1\).pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)


Attach - Permit Compliance Documents

EO Program

 File Attachment


[2024-ledger-of-activities-ms4.xlsx](#)

IP Program

 File Attachment


[2024-ledger-of-activities-ms4.xlsx](#)

IDDE Program

 File Attachment


[Illicit Discharge Inspection Final Report.pdf](#)

CS Program

 File Attachment


[PermitListReport Residential Erosion Control 2024.pdf](#)

CS Program

 File Attachment


[PermitListReport Commercial Industrial Erosion Control 2024.pdf](#)

PCSSW Program

 File Attachment


[Village Owned & Maintained Ponds as of Feb 2024.xlsx](#)

PP BMPInventory

 File Attachment

[Storm Water Pollution Prevention Plan 2025.pdf](#)

PP BMPInventory

 File Attachment

[Storm Water Pollution Prevention Maps 2025.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Sign and Submit Your Application

Steps to Complete the signature process

- 1. Read and Accept the Terms and Conditions
- 2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Sussex, Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☒ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:	Judith Neu
Title:	Village Engineer

Authorized Signature.
☒ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|sussexengineer on 2025-03-20T15:09:30
You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



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

MEMORANDUM

To: Public Works Committee
From: Dan Plese, Public Works Foreman
Date: 4/21/25
Re: Water Utility Vehicle

The 2008 Ford F150 pickup is due for replacement. The pickup is now 17 years old and is in need of a variety of costly maintenance. It only has one safety beacon for roadside repairs. Staff has determined that a new F150 pickup with DOT approved safety lighting will suit the water utility needs.

The 2008 Ford F-150 will be put up for auction on the Wisconsin Surplus website once the new truck is received. That money will be used to offset the costs of the new truck purchase.

There were three quotes obtained for the truck with the DOT safety lighting included.

DEALER	COST
1. Van Horn Ford	\$50,965
2. Boucher Ford	\$48,278
3. Lynch Truck Ctr.	\$48,130

Staff is requesting to purchase the truck from Lynch Truck Ctr. which is the lowest bidder.

A total of \$50,000 was budgeted to purchase this service truck as part of the 2025 Water Utility Budget.

Date: April 28, 2025
To: Public Works Committee
From: Judith A. Neu, Village Engineer

Subject: Engineering Monthly Report – May 2025

2025 Road Program:

- Ridgeview – Utility repairs and curb are done, mill / overlay work starts 5/12, paving 5/20-5/22.
- Coldwater – Utility repairs and curb work is underway, mill / overlay scheduled for June.
- Braddock – Curb work underway, utility work after Coldwater, paving scheduled for late June / early July.
- Majestic Heights – Mill / overlay could be moved up in the schedule to late May / early June. There is very little curb and utility work.
- Woodside Road – Mill / overlay scheduled for late June. Utility, curb, sidewalk work will take place between now and then.

2025 Parking Lots:

- PW Garage – 2nd stage of parking lot work is starting this week. Work should be nearly complete by mid-May.
- Public Safety Building – Work should be completed by mid-May.
- Wastewater Treatment Plant – Utility work to start in late May, paving in late-June / early July.
- Armory Park – Work will take place June 1 – 14.

Generators:

- PW Garage & Public Safety Building – Work is underway, generator delivery in mid-June.
- Civic Center – Work to start in mid-late May, generator delivery in mid-July.

Water Pollution Control Facility Upgrade: Some construction starting in May. Most of the equipment needed for the remainder of the project has long lead times, so construction will likely start in September.

Yard Waste Site: Monday hours (4 PM – 7 PM) start May 5th.

Good Hope Road Railroad Crossing: I've reached out to Canadian National and have yet to hear back from them.

Developments:

- Golden Fields: Top lift of asphalt has been installed. Just street trees and record drawings left.

- Wildflower Phase 1: Staff reviewed construction plans and approved sewer and water. Just a few minor changes needed for remainder of approvals. Waiting for stormwater management plans.
- Vista Run: Staff has reviewed plans for the rest of Vista Run out to Mary Hill Road. Awaiting revisions.