



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

**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, FEBRUARY 7, 2023
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET**

Pursuant to Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Sussex Public Works Committee, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum: (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on minutes of the December 6, 2022 Public Works meeting.
3. Comments from Citizens
4. Consideration and possible action on bills for payment.
5. Consideration and possible action on Utility Items:
 - A. Water and Sewer Service Availability Report for recently attached parcels.
 - B. Well 4 Rehabilitation Project and Resolution 23-9 Emergency Repairs Declaration
 - C. Water meter purchases
 - D. Utility Vehicle Purchase
6. Consideration and possible action on Sidewalk and Street Items:
 - A. 2023 Road Program Bid and Inspection Services Contract
 - B. Mailbox damage reimbursement approval per Village Policy since the damage occurred at a Village Board members (Mr. Uecker) property.
7. Consideration and possible action on Other Public Works Items:
 - A. Resolution 23-3 setting forth the Main Street Road closure for the Lions Daze Parade on July 16, 2023 and allowing the use of Village equipment for Lions Daze Special Event in 2023.
 - B. Resolution 23-4 setting forth Road Closure for various Village special events in 2023.
 - C. Special Event Street Closure application for Silver Circle Sports Events "Headbangers Half Marathon" crossing village streets on June 10, 2023.
 - D. HVAC Maintenance Contract bids
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

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**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
December 6, 2022**

1. Roll Call:

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

Members present: Member Keith Markano, Trustee Lee Uecker, Trustee Scott Adkins, and Trustee Benjamin Jarvis

Members Excused: None

Also present: Assistant Village Administrator Kelsey McElroy-Anderson, Village Administrator Jeremy Smith, Village Engineer/Public Works Director Judith Neu, Village Clerk Jennifer Moore, Village President Anthony LeDonne, 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 Jarvis, seconded by Uecker to approve the November 1, 2022 meeting minutes as presented.

Motion carried 4-0

3. Comments from Citizens: None

4. Consideration and possible action on bills for payment:

A motion by Uecker, seconded by Jarvis to recommend to the Village Board approval of bills for payment in the amount of \$546,137.48.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

A. A motion by Adkins, seconded by Markano to recommend to the Village Board approval of the Highlands B Storm Water Management Practices 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

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 Adkins, seconded by Markano to adjourn the meeting at 6:24pm.

Motion carried 4-0

Respectfully submitted,

Jennifer Moore
Village Clerk

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

2/7/2023

VENDOR	AMOUNT		%COMPLETED	NOTES
R A SMITH	\$ 566.25	VISTA RUN PHASE 1 - PROF. SERVICES DECEMBER 2022	ONGOING	BILL TO DEVELOPER: NEUMANN
R A SMITH	\$ 2,274.25	VISTA RUN PHASE 2 - PROF. SERVICES DECEMBER 2022	ONGOING	BILL TO DEVELOPER: NEUMANN
R A SMITH	\$ 123.75	WOODLAND TRAILS S/D PHASE 1 - PROF. SERVICES DECEMBER 2022	ONGOING	BILL TO DEVELOPER: NEUMANN
GRAEF	\$ 8,201.49	2023 ROAD PROGRAM - PROF. SERV, THRU DECEMBER 31, 2022	82.80%	
RUEKERT & KIELKE, INC.	\$ 5,449.45	2022 GIS ANNUAL SERVICES - MAPLE AVE & GENERAL GIS - PROF. SERVICES FROM 11/5-12/2/2022	100.0%	
RUEKERT & KIELKE, INC.	\$ 975.75	REDFORD HILLS S/D - PROF. SERVICES 7/16-8/12/2022	ONGOING	BILL TO DEVELOPER: CAS INVESTMENTS
TOTAL	\$ 17,590.94			



N64W23760 Main Street
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: Judith A. Neu, Village Engineer
Date: January 19, 2023
Re: Sewer and Water Availability for 62 Properties Annexed to Sussex via 2022 Boundary Agreement

Staff has analyzed each of the 62 properties annexed to Sussex via the 2022 Boundary Agreement to determine if sewer and water service is reasonably available to them.

The following criteria was used to make that determination. Sewer and/or Water were considered reasonably available if there is a building/home on the property, AND the building/home is located less than 80 feet from the right of way and a lateral exists (or the main is located outside of the pavement area).

A spreadsheet containing the property owners name and address, the determination of availability of sewer and/or water and the distance from the right of way line to the front of the house can be found in the packet. A map showing the location of these 62 properties along with the location of the sanitary sewer and water mains is also in the packet. The cost of a 1 ¼" water lateral is approximately \$150/foot in 2023 and the cost of a 6" sanitary lateral is approximately \$300/foot in 2023 including road repair costs. For an 80-foot-long set of laterals, this equates to about \$36,000. Because these homes do have laterals stubbed out of the roadway area or do not need to cross the road to get to the mains, these numbers may be a little high. Reserve Capacity Assessments for 2023 are \$3,440 for water and \$6,010 for sewer.

Policy Question: Is 80 feet from the right of way a reasonable distance to use to determine availability of sewer and water?

Of the 62 properties annexed, 51 properties have buildings on them. Hookup requirements would impact 13 properties. Sanitary sewer and water service is reasonably available to 9 properties, and water service is reasonably available to an additional 4 properties. Some issues of note:

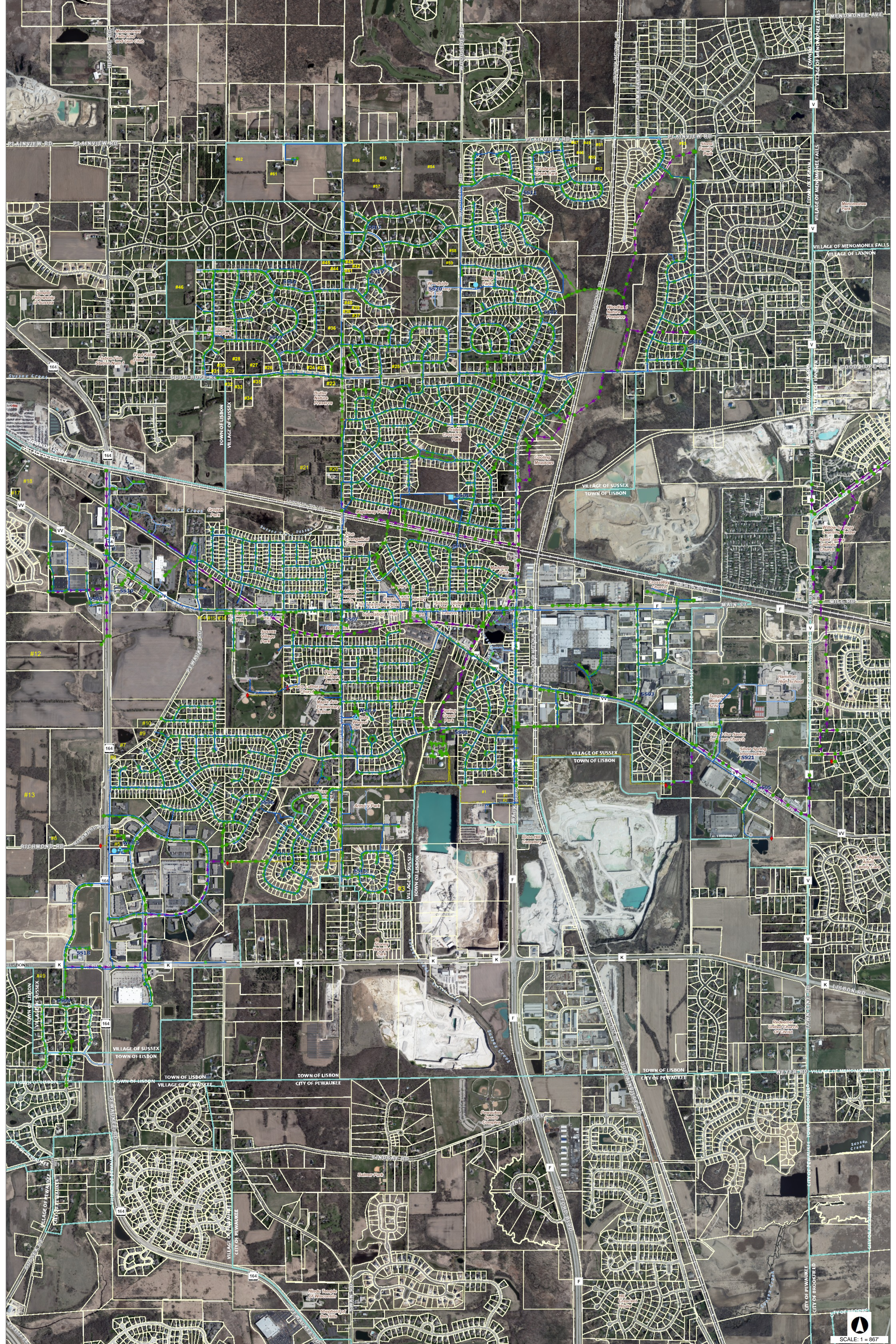
- In some cases, sewer and/or water may be reasonably available to a property, but not to the adjacent property. This is mostly a factor of the setback distance of the house.
- In some cases, only one of the two utilities is reasonably available. This may be because only one of the systems exist near the property.
- In some cases, mains and laterals have been installed but due to building setbacks, those utilities are not considered reasonably available.

Staff recommends that letters be sent to those properties where sewer and/or water is reasonably available giving the property owners 10 years to connect their properties to

the utility that has been determined to be reasonably available. The letter will include information on how to appeal the decision to the Public Works Committee. We further recommend that a separate letter be sent to the remaining properties explaining that they could hook up (if physically available) but Sussex is not going to require hook up at this time based on the current policy, but that a future Board could change this policy at any time.

Date: February 2, 2023
 Subject: Sewer and Water Availability for recently attached parcels

Sewer	Water	Buildings (Y/N)	Distance Building to ROW	Parcel #			Notes	
Y	Y	N		1	Paul Acres LLC	N56W23418 Mitchell Ln		Sussex, WI 53089
Y	Y	N		2	JKO Enterprises LLC	Land		Sussex, WI 53089
N	N	Y	N/A	3	Johansson Farms LLC	N51W23563 Lisbon Rd		Sussex, WI 53089
N	N	Y	117	4	Janice Barnes	W249N5662 State Road 164		Sussex, WI 53089
N	N	Y	120	5	Steven Wilde	W249N5608 State Road 164		Sussex, WI 53089
Y	Y	Y	75	6	James Koldkoski	N56W25236 Richmond Rd	See Redford Hills Plans	Sussex, WI 53089
N	N	Y	N/A	7	Wanda Pulvermacher	W249N5935 Pewaukee Rd		Sussex, WI 53089
N	N	N		8	Waukesha County			Sussex, WI 53089
N	N	Y	N/A	9	Andrew Morrissey	W247N6063 Pewaukee Rd	Extensions needed	Sussex, WI 53089
N	N	Y	N/A	10	Brian Ruffing	W247N6021 Pewaukee Rd	Extensions needed	Sussex, WI 53089
N	N	Y	N/A	11	Allen Ebel	W247N6002 Pewaukee Rd	Extensions needed	Sussex, WI 53089
Y	N	N		12	Paul & Sandra Bobrowitz	Land		Sussex, WI 53089
Y	Y	N		13	Lisbon Hilltop LLC	Land	See Redford Hills Plans, Booster Station needed	Sussex, WI 53089
N	N	Y	123	14	Richard Stone	N63W24577 Silver Spring Dr	No laterals	Sussex, WI 53089
N	N	Y	120	15	Jodi Marx	N63W24535 Silver Spring Dr	No laterals	Sussex, WI 53089
N	N	Y	127	16	John Anthony	N63W24511 Silver Spring Dr	No laterals	Sussex, WI 53089
N	N	Y	N/A	17	Shawn Zabel	N68W25422 Silver Spring Dr	See Vista Run Plans	Sussex, WI 53089
N	N	Y	N/A	18	Gordon & Mahala Rankin	N68W25424 Silver Spring Dr	See Vista Run Plans, Water touches land	Sussex, WI 53089
N	N	Y	N/A	19	Keith Braden	N51W25281 Lisbon Rd		Sussex, WI 53089
Y	Y	Y	51	20	Michael Tetzlaff	W240N6881 Maple Ave	Already connected 11/14/22	Sussex, WI 53089
Y	Y	N		21	Urbanscape Development	Land		Sussex, WI 53089
N	N	Y	95	22	Alan Schmackle	W240N7181 Maple Ave		Sussex, WI 53089
Y	Y	Y	65	23	Thomas Nowak	N72W24090 Good Hope Rd		Sussex, WI 53089
Y	Y	Y	58	24	Theodore Dhein	N72W24130 Good Hope Rd		Sussex, WI 53089
N	N	Y	N/A	25	James Schinner	N72W23772 Good Hope Rd	Via Butler Court	Sussex, WI 53089
N	N	Y	157	26	James Schneider	N72W24320 Good Hope Rd		Sussex, WI 53089
N	N	Y	265	27	Robert Klingelhoets	N72W24360 Good Hope Rd		Sussex, WI 53089
N	N	Y	175	28	John Fugarino	N72W24444 Good Hope Rd		Sussex, WI 53089
Y	Y	Y	52	29	James Radtke	N72W24474 Good Hope Rd		Sussex, WI 53089
Y	Y	Y	65	30	Jon Kuzba	N72W24516 Good Hope Rd		Sussex, WI 53089
Y	Y	Y	60	31	James Buschke	N72W24540 Good Hope Rd		Sussex, WI 53089
N	N	Y	109	32	John Szafranski	N71W24477 Good Hope Rd		Sussex, WI 53089
Y	Y	Y	49	33	John & Mary Binder	N71W24433 Good Hope Rd		Sussex, WI 53089
Y	Y	Y	67	34	Ronald Sather	N71W24397 Good Hope Rd		Sussex, WI 53089
Y	Y	N		35	Urbanscape Development	Land		Sussex, WI 53089
Y	Y	Y	64	36	Cudnohowski Development	W240N7375 Maple Ave		Sussex, WI 53089
N	Y	Y	37	37	Maple Pond LLC	W239N7414 Maple Ave		Sussex, WI 53089
N	Y	N		38	Maple Pond LLC			Sussex, WI 53089
N	Y	N		39	Curtis & Sharon Hackbarth	Land		Sussex, WI 53089
N	N	Y	123	40	Curtis & Sharon Hackbarth	W239N7456 Maple Ave		Sussex, WI 53089
N	N	Y	107	41	Ryan Weister	W239N7562 Maple Ave		Sussex, WI 53089
N	N	Y	263	42	Linda Johnson	W239N7574 Maple Ave		Sussex, WI 53089
N	N	Y	112	43	Thomas Novacek	W239N7596 Maple Ave		Sussex, WI 53089
N	N	Y	187	44	John Schulte	W40N7571 Maple Ave		Sussex, WI 53089
N	N	Y	164	45	Philip Reeves	W240N7595 Maple Ave		Sussex, WI 53089
Y	Y	Y		46	Richard Merske	N74W24659 Lauren Dr	Via Overland and Stonewood Ct, no letter, development coming	Sussex, WI 53089
N	Y	Y	54	47	Charles Dahm	N79W23011 Plainview Rd		Sussex, WI 53089
N	Y	Y	58	48	Kelvin Kobs	N79W22983 Plainview Rd		Sussex, WI 53089
N	N	Y	83	49	Michael & Teresa Walsh	N79W22959 Plainview Rd		Sussex, WI 53089
N	N	Y	174	50	Donald Hutson	N79W22937 Plainview Rd		Sussex, WI 53089
N	Y	Y	68	51	Gary Boe	N79W22889 Plainview Rd		Sussex, WI 53089
N	N	Y	N/A	52	Gorski Living Trust	N79W22891 Plainview Rd	Rabbit Run?	Sussex, WI 53089
N	N	Y	N/A	53	Steven Ollenburg	N79W22545 Plainview Rd		Sussex, WI 53089
N	N	Y	N/A	54	Judith Mortl	W235N7941 Woodside Rd	Via Woodside Drive	Sussex, WI 53089
N	N	Y	N/A	55	William Perego III	N79W23767 Plainview Rd		Sussex, WI 53089
N	N	Y	N/A	56	Corey Smith	N79W23885 Plainview Rd	Water on Maple	Sussex, WI 53089
N	Y	N		57	William Kumprey	Land		Sussex, WI 53089
N	N	Y	140	58	John Plese	W235N7617 Woodside Rd		Sussex, WI 53089
N	N	Y	93	59	Jason Wegner	W235N7585 Woodside Rd		Sussex, WI 53089
N	N	Y	202	60	Richard Schmidt	W240N7813 Maple Ave		Sussex, WI 53089
N	N	Y	156	60	Jeffrey Ritchie	N79W24255 Plainview Rd	Well 6/7	Sussex, WI 53089
N	N	N		62	Mary Reinhard Siegel	Land		Sussex, WI 53089





N64W23760 Main Street
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: Jon Baumann, Public Works Foreman
Date: 1/27/23
Re: Well #4 Rehabilitation

Well #4 has been in service since 1990 and was last serviced in 2015. This well is currently our highest capacity well in the village. There has been an increase of vibration with Well #4, which tells us there are some components that are beginning to wear out. If we allow the vibrations to continue, this will create additional damage to the well piping and pump. The consequence of this could be the potential need to shut down the well for an extended period of time when the water supply needs are highest in the summer which has the potentiality of creating an emergency situation. We would like to have this well serviced prior to our high demand summer months. This approach will prevent any catastrophic failures or further damage to the equipment. The work recommended and quoted by CTW Corporation is as follows.

- Remove pumping equipment, disassemble pump, assess components, and consider recommendations.
- Televis well.
- Air impulse blasting (in 2015 this increased the specific capacity by 12.1%)
- Rebuild equipment (Vesconite run dry bearings, stuffing box rebuild, install transducer carrier pipe)
- DNR correspondence, reinstall equipment and sample.
- Send motor in for inspection and repairs (if repairs are necessary).

Known project cost: \$39,805

Once the pump has been removed and inspected, the below pricing is available for replacement parts if needed.

- Stainless steel shafting - \$679 per 10ft shaft
- 8" SCH 40 pipe - \$760 per 10ft pipe
- Pump Rebuild – approximately \$8,000

Recommendation

Staff recommends approval of the resolution declaring these repairs to be an emergency and moving forward with the well #4 removal and repairs as necessary. We would like to add a \$25,000 contingency to cover any replacement parts that may be needed. This is a total allocation of \$64,805. This work was not planned for 2023, but Water Utility has sufficient funds to cover the cost.

RESOLUTION No. 23-9 "Emergency Repairs Designation"

- WHEREAS: The Village of Sussex operates a complex Water Utility with assets of \$45 million, 5 wells, multiple pressure zones and serving multiple school districts and communities; and
- WHEREAS: The Village of Sussex has been providing water service for over 50 years; and
- WHEREAS: The Village staff that manage the water system have considerable experience with the system and are acutely aware of its performance, and
- WHEREAS: Staff has recently identified a vibration in Well #4 that from past experience if not addressed quickly will in all likelihood lead to significant damage to the well pump and its operations, and
- WHEREAS: The Water Utility sets aside funds every year for various maintenance needs including well pump repairs because operating a complex system does result in items that fail unexpectedly, and
- WHEREAS: The Water Utility has funds to repair Well #4 without impact to rates, and
- WHEREAS: While unable to predict exactly when significant failure may occur, the vibrations will only increase with time and given the time of year and current vibration conditions, failure is more likely to occur during the summer months when water demand is at its peak and the Village can least afford to take a well out of service, and
- WHEREAS: Bidding this repair work would delay repairs by months at this juncture causing both additional damage and costs to repair and an emergency where the well is out of service during peak demand season of June, July, and August., and
- WHEREAS: Proceeding to utilize a contractor ready and able to perform these emergency repairs and have Well #4 down during the winter/spring months of 2023 will be the most cost effective for rate payers as it prevents additional damage to Well #4 and avoids the Village's highest producing well from being out of service during peak demand season.

NOW, THEREFORE, BE IT RESOLVED that the Village Public Works Committee finds that the Well #4 pump damage, potential for additional damage and timing of the same has created an Emergency Situation, which the Sussex Village Board has concurred with to meet the standards under Wis. Stats. 62.15(1b) to bypass bidding for these repairs.

IT IS FURTHER RESOLVED that the Village Public Works Director/Engineer is hereby authorized to take the necessary administrative actions to enter into a contract for and realize the pump repairs at Well #4 with the goal to minimize further damage and costs and avoid shutdowns during the summer months.

Adopted this ____ day of _____, 2023.

Anthony J. LeDonne
President, Village of Sussex

ATTEST: _____
Jennifer Moore, Village Clerk



N64W23760 Main Street
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: Jon Baumann, Public Works Foreman
Date: 1/24/23
Re: Purchase of E-Series Water Meters & Residential Water Meter Transmitters

The Village of Sussex Water Utility is starting year 2 of the 4-year program to replace all water meters 1" and larger. With this program the Water Utility will and has been replacing meters/transmitters that are outdated and beyond their life cycle with newer technologies. As the mechanical components of the old meters wear down, the accuracy of the meter is also affected. In most cases the meter slows down which means lost revenue. The new meters are made of stainless steel which means they are "lead free" and there are no moving parts that wear out.

Due to the unavailability to purchase large quantities of residential transmitters last year the Utility is also requesting a bulk purchase of transmitters. This purchase will help keep up with the new homes being built this year and maintain an inventory for replacement transmitters.

Staff is requesting to purchase:

30 – 1 ½" E-Series meters w/ORION ME transmitters @ \$995.00 each =	\$29,850.00
15 – 2" E-Series meters w/ORION ME transmitters @ \$1,310.00 each =	\$19,650.00
4 – 3" E-Series meters w/ORION ME transmitters @ \$3,420.00 each =	\$13,680.00
216 – ORION ME transmitters for M25 (Residential) meters @ 252.00 each =	\$54,432.00

Total Cost: \$117,612.00

A total of \$95,000 was budgeted in 2023 to purchase meters as part of the Water Utility Budget. Due to supply chain issues, we were unable to obtain additional meters and transmitters in 2022. Therefore, we would roll over unspent meter funds from the 2022 budget to cover the additional cost.



N64W23760 Main Street
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: Jon Baumann, Public Works Foreman
Date: 1/31/23
Re: Sewer Utility Truck Purchases

Utility Truck Purchase

The 2008 F350 Water Utility truck is due for replacement. The utility truck is in year 15 of service. This truck has been used to plow and carries a heavy service load. The Sewer Utility will be selling their used 2018 F350 to the Water Utility and looking to purchase a new F350 utility truck with a crane and plow to mimic the existing sewer utility truck. The 2008 F350 will be put up for auction on the Wisconsin Surplus website once the new truck is received. There were 3 quotes obtained to be considered for the chassis along with the service body, crane and plow.

TRUCK CHASSIS

Lynch – Burlington (white)	\$55,075.00
Lynch – Mukwonago (white)	\$55,140.00
Badger (blue)	\$52,655.00

BODY, CRANE, PLOW

Lynch – Burlington	\$56,276.00 add \$2,500 if other than white
Badger	\$61,980.00
Casper's Truck Equipment	\$57,800.00 add \$2,500 if other than white

Pick Up Truck Purchase

The Sewer Utility is also purchasing a pickup truck as approved in the 2023 Budget. Staff has determined that a Ford Ranger would best suit this need. There were 3 quotes obtained to be considered. This price also includes \$3,051.00 for the safety lighting package.

Lynch – Burlington	\$42,241.00
Lynch – Mukwonago	\$42,641.00
Soren's Ford	\$45,008.00

Recommendations

For the F350, dealers cannot guarantee prices for more than about a week, so staff requests authority to purchase from the lowest cost dealer(s) at the time of purchase. Lynch Burlington is currently lowest with a total of \$111,351. Staff further requests that the Water Utility's 2008 F350 be declared as surplus. A total of \$117,675 was budgeted to cover the cost of this truck.

Staff recommends awarding Lynch Burlington the purchase of the Ford Ranger in the amount of \$42,241.00. This request is under the \$50,000.00 in the capital outlay of the 2023 Sewer Utility budget.



N64W23760 Main Street
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: Judith A. Neu, Village Engineer/Public Works Director
Date: January 31, 2023
Re: **2023 Road Program:**

Construction Bids and Inspection Services Recommendations

Before the Committee tonight are the two contracts necessary for the construction phase of the 2023 Road Program project. We expect construction to start in late March / Early April, weather permitting. The contractor will have until October 2, 2023, to achieve Substantial Completion and until October 30, 2023, to achieve Final Completion.

2023 Road Program Construction Bids:

Bids for the 2023 Road Program were received and opened at 2:00 PM on Thursday, January 26, 2023. Four (4) bids were received and are listed below.

2023 Road Program:

Contractor	City, State	Base Bid Total	Alternate No. 1 Bid Total	Project Grand Total
Wolf Paving Co., Inc.	Hartland, WI	\$5,610,594.10	\$112,118.60	\$5,722,712.70
Stark Pavement Corporation	Brookfield, WI	\$6,014,966.40	\$124,019.50	\$6,138,986.00
Payne & Dolan Inc.	Jackson, WI	\$6,694,271.70	\$146,931.50	\$6,841,203.20
LaLonde Contractors, Inc.	Waukesha, WI	\$6,906,883.61	\$160,351.45	\$7,067,235.06

Staff has reviewed the bids and the qualifications of Wolf Paving Co., Inc. the low bidder for 2023 Road Program. Based on previous work done for the Village of Sussex and other municipalities, and a review of their Prequalification Statement and Bidders Proof of Responsibility, we find that they are capable of performing the work described in the Contract Documents.

The project budget in 2022 was estimated at \$6.3 million. Funds from the Water Utility, Sewer Utility, Stormwater Utility, General Fund, and cash capital will be used to cover the cost of this project. Approximately \$2.860 million will be general funds slightly under the budget estimate of \$2.885 million. This is inclusive of the \$112,118.60 alternate to pave the driveway at the yard waste site.

Consultant Inspection Services

Consultant Inspection Services Proposals were solicited in January 2023 for the 2023 Road Program. Requests were sent to 8 consultants. One (1) proposal was received on January 18, 2023. We spoke to the other consultants after the bid opening and they chose not to bid because they are short staffed or their staff with relevant experience was already committed to projects.

2023 Road Program:

Consultant	City, State	Consultant's Estimated Cost - Not to Exceed
raSmith	Brookfield, WI	\$129,690.00

Staff reviewed the proposal from raSmith based on the qualifications of the lead inspector; qualifications of other members of the team; project documentation; and cost. The company has a proven track record with the Village of Sussex with Phase 1 and Phase 2 of the Main Street reconstruction projects, Good Hope Road reconstruction, and Maple Avenue #1 and #2 Reconstruction projects. Additionally, staff has worked with the proposed lead inspector on the Vista Run Phase 1 and 2 development projects. The lead inspector assigned to this project, Cheryl Bahr, has over 11 years of experience.

The price is just over 2% of the contract which is under the industry norm of around 3-5% for similar work. Part of these savings is attributable to our staff performing some of the inspection work and oversight. Staff recommends raSmith for the Consultant Inspection Services. This is a Time and Materials project.

Recommendations:

Staff recommends that the two contracts be awarded as follows:

Construction of the 2023 Road Program Project: Wolf Paving Co., Inc. – per their bid, including alternate #1, \$5,722,712.70.

Inspection and Survey/Construction Staking Consultant: raSmith – per their proposal, \$129,690.00.

The total cost of the two contracts is \$5,852,402.70. We recommend that the standard 10% contingency of \$585,240.27 be established for a total project allocation of \$6,437,642.97.



N64W23760 Main Street
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: Judith A. Neu, Village Engineer
Date: February 1, 2023
Re: Trustee Uecker Mailbox Damage

On December 24, 2022, one of the Public Works snow plows hit and damaged Trustee Uecker's mailbox. Public Works staff repaired the mailbox well enough that they can get their mail, but the post cover and mailbox were both cracked. Standard Operating Procedure is that if we damage a mailbox with the plow, we repair or replace it at Village cost, or we reimburse the owner up to \$75. Since Trustee Uecker's mailbox cannot be reasonably repaired, it will need to be replaced when weather allows and we expect that cost to be less than \$75. Trustee Uecker asked that this item be disclosed at the Public Works Committee meeting for transparency purposes.

Staff recommends that the Committee approve the replacement of Trustee Uecker's mailbox.

RESOLUTION No. 23-3

WHEREAS: The Sussex Lions Club will sponsor their annual Lions Daze Event in Village Park July 14-16; and

WHEREAS: Lions Daze will require the closure of Kneiske Drive north to Ivy Avenue, Main Street from Waukesha Avenue, west to Weaver Drive at the entrance to Village Park, between the hours of 10:00 a.m. and 12:00 p.m. on Sunday, July 16, 2023; and

WHEREAS: The Village has a good working relationship with the Lions Club and a vested interest in their event's success, the Village hereby offers to allow for the use of Village owned equipment, which includes the bucket truck and front-end loader, before, during and after the scheduled Lions Daze event; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sussex approves the Main Street and Kneiske Drive road closures for Lions Daze Parade on July 16, 2023.

Adopted this ____ day of _____, 2023.

Anthony J. LeDonne
President, Village of Sussex

ATTEST: _____
Jennifer Moore, Village Clerk



Application for Special Event Street Closure

A special event that requires the temporary closure of a Village street requires a permit. Special events include but are not limited to parades, athletic events, runs or walks. Applications are required to be filed with the Village Clerk's office at least 30 days prior to the event. The Clerk will then forward the application to the Village Board for consideration. The Board may approve the permit, approve the permit with conditions or deny the permit. Review of the application shall take into consideration the protection of health, safety, welfare of the Village. The protection of persons in the street closure area. The nature of activities to be held in the street. The extent of interference with traffic or emergency vehicle service in the area and repairs or other construction work in the street closure area.

APPLICANT INFORMATION

Contact Name Rick Vodikka Phone 262-894-1010
Organization/ Business Name Sussex Lions Club
Address PO Box 22 City Sussex Zip Code 53089
Email RICKBVDICKA@GMAIL.COM

EVENT INFORMATION

Event Name Sussex Lions Daze Parade
Type of Event Parade Date of Event _____
Start Time 9am End Time 12 pm
Requested Streets/ Right of Way Areas to be Closed
See Attached Letter

SIGNATURE

I hereby agree to comply with all Municipal Ordinances and with the conditions of this permit and understand that if approved, I agree to assume all responsibility for the use of the Village street during the approved time, which includes the right and obligation to control all access, uses and commercial activities within the Village street right of way, but shall not exclude access to Village law enforcement or emergency services personnel and equipment.

Signature of Applicant [Handwritten Signature] Date 1/16/23

Village of Sussex
Email: info@villagesussex.org
N64W23760 Main Street, Sussex WI 53089
Phone 262-246-5200 Fax 262-246-5222

For Office Use Only
Date of Application: _____ Date Sent to WCSD: _____ Village Board Approval: _____
Conditions of Approval:

Year: _____ Date of License Issuance: _____



Sussex
LIONS CLUB INC.

Post Office Box 22
Sussex, Wisconsin 53089

January 16, 2023

Re: Sussex Lions Daze Parade on Sunday July 16th, 2023 – 10:30am

Dear Sussex Village Board,

The Sussex Lions Club will sponsor the annual Lions Daze Parade on Sunday July 16th, 2023. The parade will be held in conjunction with the celebration of Lions Daze in the Village Park from July 14th to July 16th. This featured event represents a continuing commitment by the Sussex Lions Club to serve the residents in the Village of Sussex and the Town of Lisbon.

The Lions Club requests to close the following parade route between the hours of 10:00am to approximately 12:00pm. The staging areas will be used starting at 9:00am. I have included the Special Event Street Closure App with this letter.

We plan to have the parade on Main St as always, starting at the corner of Kneiske Dr. and Main St. We plan to stage east along both sides of Main St to Waukesha Ave. as well as north on Kneiske Dr. to Ivy Ave. The parade would proceed west on Main St to Weaver Dr. and south into Village Park.

The parade will start at 10:30am.

This request will also be sent to the Waukesha County Sheriff's Department. If you have any questions, please feel free to contact me at 262-894-1010.

Should you have any questions, please call me, or email me at any time.

Regards,

A handwritten signature in black ink, appearing to read "Rick Vodicka".

Rick Vodicka
Sussex Lions Daze
W239 N7180 Maple Ave
Sussex, WI 53089
262-894-1010
rickbvodicka@gmail.com

cc: Lions Daze Chairmen



Application for a Special Event

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: info@villagesussex.org

A Special Event is defined as an event with more than 200 people and/or open to the public. Reservations must be made 45 days in advance and are subject to an approval process.

ORGANIZATION INFORMATION

Name of Organization: Sussex Lions Club
Address: PO Box 22 City, State, Zip: Sussex, WI 53089
Website: www.sussexlions.org Tax Exempt Number (attach proof): _____

CONTACT INFORMATION

Event Contact Person: Rick Vodicica Email: RICKBVODICKA@GMAIL.COM
Day Phone: _____ Evening Phone: _____ Cell Phone: 262-894-1010
Alternate Contact: _____ Email: _____
Day Phone: _____ Evening Phone: _____ Cell Phone: _____

EVENT INFORMATION - Answer all questions completely

Name of Event: Sussex Lions Daze
Date(s) of Rental: 7/14/23 - 7/16/23
Rental Hours (including set-up/take-down): See Attached Doc
Estimated Parking Needs: Village Park + Maple Ave Estimated Attendance: 15,000
Location of Event: Village Park Armory Park Civic Center

Check the following applicable components of your event:

- Fundraiser
- Sell concessions/Sales of Any Kind
- Food Trucks
- Fireworks Display

- Overnight Camping
- Attracts more than 200 people
- Amusement Rides, Inflatables
- Tractor Show/Pull
- Parade or Run/Walk event
- Other (explain)

Please describe the purpose of your event, list any additional activities at your event or special requests:
Sussex Lions Daze is a weekend fundraiser in Sussex Village Park.
Additional docs for parade, street closure, + use of equipment attached
Village COI also Attached.

RENTAL FEES:

Check, cash and credit card are accepted (checks payable to: Village of Sussex). A convenience fee will be added to transactions paid with a credit/debit card. After your rental application has been processed and approved an invoice will be created. Fees and deposit must be paid within 30 days of invoice.

(R) - Resident, (NR) - Non-Resident. A resident is classified by the municipality to whom you pay your taxes.

\$150.00 REFUNDABLE DEPOSIT REQUIRED WITH ALL RENTALS.

RENTABLE SPACES:

Park Open Air Shelters

(Capacity determined by # of picnic tables at each shelter.

Picnic tables will not be relocated)

- _____ \$155R/ \$184NR Village Park Lions Open Air Shelter (Cap. 240)
- _____ \$55R/ \$69NR Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80R/ \$100NR Village Park North Open Air Shelter (Cap. 60)
- _____ \$45R/ \$57NR Village Park Concession Stand Shelter (Cap. 30)
- _____ \$40R/ \$50NR Armory Park Open Air Shelter (Cap. 24)

Enclosed Facilities

- _____ \$100R/ \$125NR Village Park Lion's Building (Cap. 40)
- _____ \$75R/ \$94NR Armory Concession Stand w/ shelter Cap. 40)
- _____ \$75R/ 94NR Madeline Park Train Depot (Cap. 25)

NEW ... The Grove at Village Park (2 Hour Minimum)

The Oak Room

(Capacity 150)

(Seated at Tables 104)

- _____ \$55/ hour (R)
- _____ \$69/ hour (NR)

The Maple Room & Kitchen

(Capacity 75)

(Seated at Tables 48)

- _____ \$45/ hour (R)
- _____ \$57/ hour (NR)

Green Space (Approval Needed)

- _____ \$25R/ \$32NR (Village Park Designated Green Space)
- _____ \$25R/ \$32NR Circlemasters Green Space

Additional Option

- _____ \$20 Lion's Building Indoor Restrooms (per day)

You will have access to these indoor restrooms from the outside of the building. Parks crew will open them prior to your event.

Soccer Fields (3 hour period per rental)

- _____ \$30 Armory #1-6 _____ \$5 Armory #7

Baseball/Softball Diamonds (3 hour period/field)

- _____ \$15 Village Park #1 South
- _____ \$15 Village Park #2 Central
- _____ \$15 Village Park #3 North
- _____ \$15 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$15 Hardball Diamond
- _____ \$15 Armory Park #1
- _____ \$15 Armory Park #2
- _____ \$15 Armory Park #3
- _____ \$15 Armory Park #4 (T-ball/Little League)
- _____ \$15 Field Prep Per Diamond
- _____ \$200 Tournament Fee per field

Disc Golf

- _____ \$100R/ \$125NR Closure for special event
- _____ \$25R/ \$32NR League (3 hour period per day)

Tennis Courts (fee per court)

- _____ \$10R/ \$13NR Melinda Weaver #1
- _____ \$10R/ \$13NR Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10R/ \$13NR Village Park #1
- _____ \$10R/ \$13NR Village Park #2

Rental time must include set-up, take-down and clean-up time.

Deposit: _____

Rental Fees: _____

Extra Fees (p3): _____

TOTAL FEES: _____

EVENT DETAILS	NO	YES	ACTION TO BE TAKEN	FEE
Was a Special Event Permit ever previously approved or denied for this event?		X		
Will there be outdoor amplified sound?		X	See Chapter 9 in Village of Sussex Municipal Code regarding noise regulations.	
Will alcohol be consumed?		X	\$15 Beer/Beverage Permit Fee per day	
Will alcohol be sold? (This includes any charges made for alcohol directly or indirectly for alcohol)		X	\$10 Temporary Alcohol License, \$10 Operator License for each individual serving alcohol and actual cost for each background check	
Are you requesting any Village street(s) to be closed to traffic?		X	Prepare traffic control plan in conformance with Waukesha County Sheriffs Department and provide to the Village of Sussex.	
Will items or services be sold or given away at the event?		X	A State Sellers/Raffle permit may be required.	
Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures?		X	Must contact Diggers Hotline & Village of Sussex DPW to have the area marked. Any fees will be the responsibility of the renter. Show on site plan.	
Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or trailers?		X	The food vendors may need to be licensed through the state. Any food vendors that need to be licensed through the State need to provide the license to the Village of Sussex.	
Will you be using electricity?		X	Use of electricity may be metered and charged after the event is complete.	
Will there be a need for additional refuse or recycling containers?		X	Indicate on your site plan your anticipated refuse and recycling needs. An additional fee may apply.	We handle this
Do you plan to provide additional portable toilets at your event based on expected attendance?		X	Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events required. If not, Village of Sussex staff will determine needs for additional restrooms and bill you accordingly. For any special event, port-o-johns will be assessed a special cleaning fee for each day of the event if using Village port-o-johns.	
Does this event involve banners/signage?		X	\$30 Temporary Sign Permit is required.	
Have you provided a plan that includes information about security and emergency services on your site plan?		X	Show on site plan. Consultation with the Fire and Sheriff's Dept. may be needed.	
Will you be having any kind of animals, performances, or amusement rides?		X	Must provide a certificate of insurance listing Village of Sussex as additional insured.	
Have you determined your parking plan?		X	Show on site plan.	
Are you requesting the use of traffic safety equipment, signs or barricades?		X	On your site plan, please provide details of number and event location of requested traffic safety equipment. No additional fee will be assessed.	
Does your event have a fireworks display?		X	A permit is required from the Fire Dept and a copy must be given to the Village of Sussex.	
Have you provided a copy of the event liability insurance to the Village of Sussex with the Village of Sussex named as additionally insured?		X		
			TOTAL OF FEES	

Village Park Site Map



2023 Sussex Lions Daze Park Rental Request

Sussex Lions Club

PO Box 22

Sussex, WI 53089

Agent: Rick Vodicka

Phone: 262-894-1010

Email: rickbvodicka@gmail.com

*****All rentals are at Sussex Village Park on Weaver Dr.*****

Reservations:

Village Park – The Grove Building

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Ball Diamond #1 South

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Ball Diamond #2 Central

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Ball Diamond #3 North – **No Prep of North Diamond Required*****

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Hardball Diamond

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Lighted Diamond

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Village Park Disc Golf - Closed

Monday	7/10/23	6:00 AM – 11:00 PM
Tuesday	7/11/23	6:00 AM – 11:00 PM
Wednesday	7/12/23	6:00 AM – 11:00 PM
Thursday	7/13/23	6:00 AM – 11:00 PM
Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Early Day Open Air Shelter

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Lion's Building

Wednesday	7/12/23	6:00 AM – 11:00 PM
Thursday	7/13/23	6:00 AM – 11:00 PM
Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Lion’s Open-Air Shelter

Monday	7/10/23	6:00 AM – 11:00 PM
Tuesday	7/11/23	6:00 AM – 11:00 PM
Wednesday	7/12/23	6:00 AM – 11:00 PM
Thursday	7/13/23	6:00 AM – 11:00 PM
Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – North Open-Air Shelter

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Village Park Open Space

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Volleyball Court #1

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM

Village Park – Volleyball Court #2

Friday	7/14/23	6:00 AM – 11:00 PM
Saturday	7/15/23	6:00 AM – 11:00 PM
Sunday	7/16/23	6:00 AM – 11:00 PM



Sussex
LIONS CLUB INC.

Post Office Box 22
Sussex, Wisconsin 53089

January 16, 2023

Jeremy Smith, Village Administrator
Village of Sussex
N64 W23760 Main Street
Sussex, WI 53089

Subject: Sussex Lions Daze 2023

Dear Jeremy,

Please accept this letter on behalf of the Sussex Lions Club, Inc. to request the use of Village Park for Lions Daze 2023.

The dates for Lions Daze 2023 are July 14, 15, and 16, 2023.

We will need use of the park from July 10th thru July 17th, 2023. As in the past, Disc Golf will need to be closed for these entire periods because of set up and tear down activities.

The Sussex Lions Club, Inc. is requesting the **potential** use of the bucket truck and front-end loader before, during, and after our events. Village personnel would be the only ones operating Village property.

Also, the Sussex Lions Club is requesting that the Village of Sussex not issue peddler's permits allowing individuals or businesses to sell items either in Village Park or along the parade route before, during, or after the parade.

I have attached a Certificate of Insurance.

If you have any questions, please call, or email me at any time.

Regards,

A handwritten signature in black ink, appearing to read "Rick Vodicka", written over a white background.

Rick Vodicka
Sussex Lions Daze
W239 N7180 Maple Ave
Sussex, WI 53089
262-894-1010
rickbvodicka@gmail.com

cc: Lions Daze Chairmen

RESOLUTION No. 23-04

- WHEREAS: The Village of Sussex sponsors the annual Classic Car Cruise Night, 4th of July Kiddie Parade, National Night Out, Main Street Block Party and Touch-A-Truck 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 8:30 p.m. on Thursday, June 15, 2023; 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 9:00 a.m. and 10:30 a.m. on Tuesday, July 4, 2023; 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 5:00 p.m. and 8:30 p.m. on Wednesday, August 2, 2023; 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 9:00 a.m. to 4:00 p.m. on Sunday, August 13, 2023; and
- WHEREAS: Touch-A-Truck will require the closure of Maple Avenue, between Maple Grove Lane and Sussex Preserve Boulevard between the hours of 7:00 a.m. to 3:00 p.m. on Saturday, September 9, 2023.

NOW, THEREFORE, BE IT RESOLVED the Sussex Village Board approves the Main Street road closures for the following Village of Sussex sponsored events;

1. Classic Car Cruise Night on June 15, 2023,
2. 4th of July Kiddie Parade on July 4, 2023,
3. National Night Out on August 2, 2023,
4. Main Street Block Party on August 13, 2023
5. Touch-A-Truck event on September 9, 2023

IT IS FURTHER RESOLVED that the Village Engineer/Public Works Director and Director of Police Services are hereby directed to take the necessary administrative actions to close the road and enforce the same for the times approximately as detailed above and on the dates as mentioned herein to support the great Village of Sussex special events.

Adopted this ____ day of _____, 2023.

Anthony J. LeDonne
President, Village of Sussex

ATTEST: _____
Jennifer Moore, Sussex Village Clerk



Application for Special Event Street Closure

A special event that requires the temporary closure of a Village street requires a permit. Special events include but are not limited to parades, athletic events, runs or walks. Applications are required to be filed with the Village Clerk's office at least 30 days prior to the event. The Clerk will then forward the application to the Village Board for consideration. The Board may approve the permit, approve the permit with conditions or deny the permit. Review of the application shall take into consideration the protection of health, safety, welfare of the Village. The protection of persons in the street closure area. The nature of activities to be held in the street. The extent of interference with traffic or emergency vehicle service in the area and repairs or other construction work in the street closure area.

APPLICANT INFORMATION

Contact Name Sean K. Osborne Phone 262.327.4472
Organization/ Business Name Silver Circle Sports Events, LLC
Address 1327 Wall Street, Suite B City Oconomowoc Zip Code 53066
Email sean@silvercirclesportsevents.com

EVENT INFORMATION

Event Name Headbangers Half
Type of Event Running Date of Event June 10, 2023
Start Time 9:00am End Time Noon

Requested Streets/ Right of Way Areas to be Closed

Roads will remain open. Course map - <https://www.mapmyrun.com/routes/view/4650143263>

Roads crossed or used: Waukesha Ave, Maple Ave, Champeny, Ivy, Pewaukee

Mapleway Park Trail ↓ sidewalk + crossing
crossing only

SIGNATURE

I hereby agree to comply with all Municipal Ordinances and with the conditions of this permit and understand that if approved, I agree to assume all responsibility for the use of the Village street during the approved time, which includes the right and obligation to control all access, uses and commercial activities within the Village street right of way, but shall not exclude access to Village law enforcement or emergency services personnel and equipment.

Sean K. Osborne 7/13/2022
Signature of Applicant Date

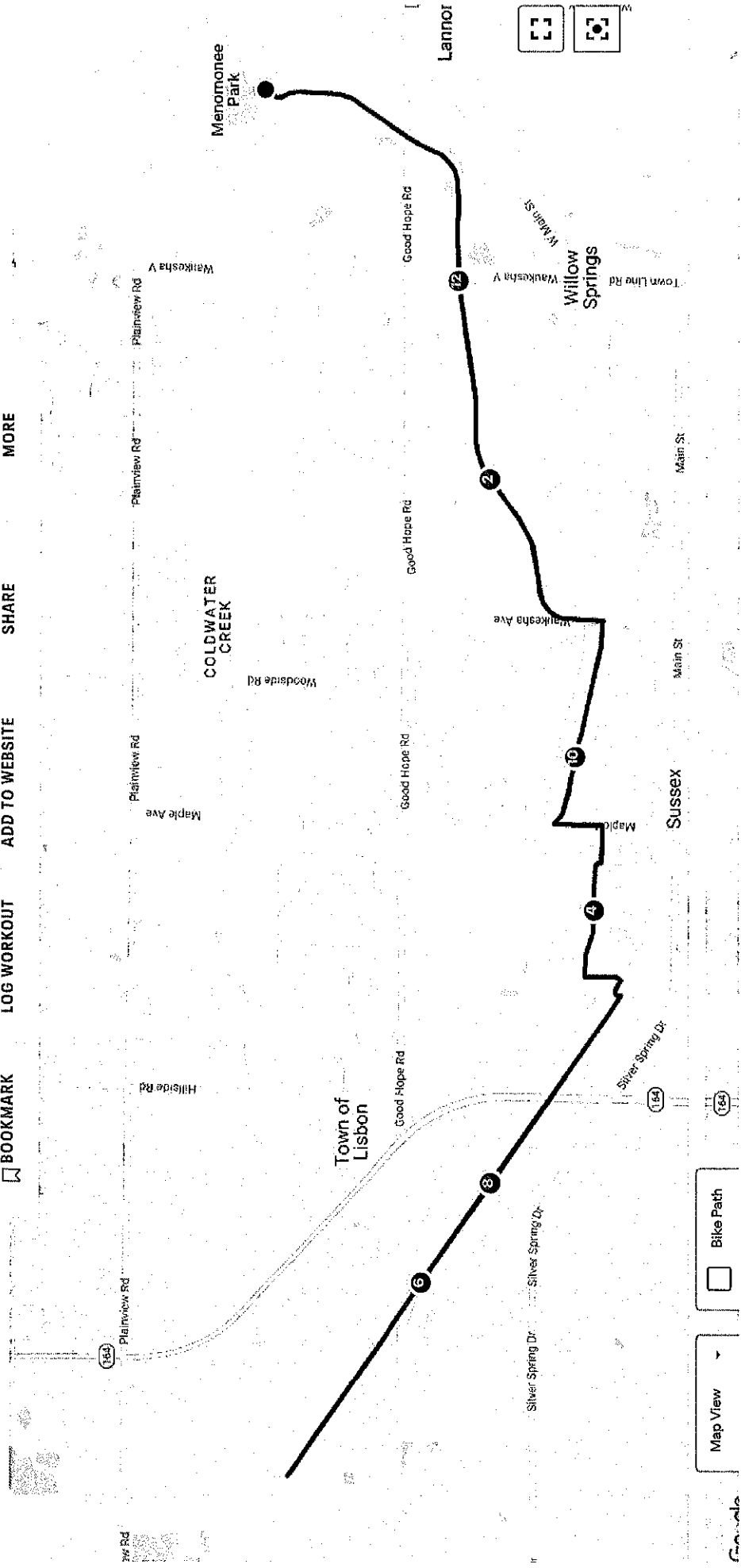
Village of Sussex
Email: info@villagesussex.org
N64W23760 Main Street, Sussex WI 53089
Phone 262-246-5200 Fax 262-246-5222

For Office Use Only		
Date of Application: <u>7/13/2022</u>	Date Sent to WCSD: _____	Village Board Approval: <u>n/a</u> <u>repeat event</u>
Conditions of Approval: <u>Postcard Mailed to impacted sussex residents alerting of run date and time. Intersection management is greater than required to 2022's race.</u>		
Year: <u>2023</u>	Date of License Issuance: <u>7/15/22</u>	

RUN SUSSEX, WI, UNITED STATES 13.12 MI 302 FT

BUGLINE HALF MARATHON

BOOKMARK LOG WORKOUT ADD TO WEBSITE SHARE MORE



You're taking control of your fitness and wellness journey, so take control of your data, too. Learn more about your rights and options. Or click here to opt-out of certain cookies.





N64W23760 Main Street
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: Judith A. Neu, Village Engineer/Public Works Director
Date: January 31, 2023
Re: Village of Sussex Public Buildings - Heating, Ventilating, & Air Conditioning (HVAC) Equipment Preventative Maintenance (PM) Contract Recommendations

Proposals for a 3-year contract to provide HVAC equipment preventative maintenance service at public buildings were solicited in January 2023. The request for proposal outlined the contractor's responsibilities and included a complete list of all the HVAC equipment at all Sussex owned public buildings.

Village of Sussex Public Buildings – HVAC Equipment PM Contract Proposals:

Proposals were received and opened at 2:00 PM on Thursday, January 19, 2023. Seven (7) proposals were received and are listed below.

Contractor	City, State	Total Points	Cost Year 1 2023	Cost Year 2 2024	Cost Year 3 2025
Helm Mechanical	Waukesha, WI	72.6	\$17,123.00	\$17,980.00	\$17,980.00
Ideal Mechanical	New Berlin, WI	71.9	\$19,200.00	\$20,087.00	\$21,010.00
JM Brennan	Milwaukee, WI	65.6	\$23,993.00	\$24,713.00	\$25,455.00
Bassett Mechanical	Menomonee Falls, WI	61.5	\$24,900.00	\$24,900.00	\$24,900.00
Advanced Chiller Services	Waukesha, WI	14.6	\$34,240.00	\$35,955.00	\$37,745.00
Lee Mechanical	Kenosha, WI	13.2	\$37,723.00	\$38,900.00	\$40,069.00
Zien Mechanical	Glendale, WI	13.0	\$35,847.00	\$37,282.00	\$38,773.00

Staff from various departments evaluated and scored the proposals based on the qualifications of the dedicated service manager; qualifications of other on-site service technicians and inspection documentation; and cost. Helm Mechanical scored the highest in the competitive quality-based selection process. The company opened their doors in 1969 and provides installation and building maintenance services in the mechanical and plumbing markets in the states of Illinois, Indiana, Iowa, Nebraska, and Wisconsin. The company has 16 HVAC technicians locally.

Based on the proposal documentation, reference checks with other municipalities, and the Bidders Proof of Responsibility and Qualifications Statement, we find that Helm Mechanical is capable of performing the preventative maintenance contract work described in the request for proposal.

Recommendations:

Staff recommends that the HVAC equipment PM three-year contract for the Village of Sussex public buildings be awarded as follows:

Helm Mechanical – per their proposal, annual total cost for each year of **\$17,123.00 in 2023; \$17,980.00 in 2024; \$17,980.00 in 2025.**

The annual costs will be split between various budgets including Fire, Police, Parks, Library, Utilities, etc. The 2022 contract cost was \$8,378.00. The Helm contract will be \$4,724 more than anticipated in the General Fund budgets, \$1625 more than anticipated in the Library budget, and \$2,126 more than anticipated in the utility budgets. These costs will be covered by other operating expenses in the existing budgets.



N64W23760 Main Street
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: Judith A. Neu, Village Engineer
Date: February 3, 2023
Re: Engineering Monthly Report – February 2023

CTH VV and Plainview Water Main:

- The work on this project is complete. We're just waiting for paperwork to process the final payment.

Miscellaneous:

- We ran into some calibration issues with the water model. After some additional testing, we are now able to finalize the calibration so that we can move on to the next step. We project should be done in about 2 months.
- The Woodside Tower needs significantly more work than originally anticipated. Upon starting the repair of the known leaks in the pipe, we discovered that the problem wasn't the welds but instead was deterioration of the entire riser pipe from the inside out. We have since learned that pipe from this era is known for this type of failure. A contractor we spoke to said he's replaced 6 or 7 riser pipes from this era in the last year. We will bid this project in the coming months with the work scheduled for fall.
- The Melinda Weaver Park Improvement project is out for bids. This will go through Park Board for a recommendation to the Village Board.
- We have been approached by Verizon who would like to install an antenna array and building at the Executive Drive tower. This will be coming before the Committees and the Board in the coming months.
- We Energies is planning a large electric system upgrade in the Sussex Estates and Bowling Green neighborhood for some time in 2023.
- DNR is kicking off its TMDL (Total Maximum Daily Load) analysis of the Illinois Fox River on February 15th. Once the study is complete, the Village will likely need to invest significantly in storm water management.

Developments:

- Vista Run: The first lift of asphalt has been installed in phase 2. Punch list work that can be done in phase 1 has been done. The rest will need to wait for Spring.
- Redford Hills: The first lift of asphalt and the path to the business park has been completed. The weather turned before we could install the sidewalk so that will be completed in Spring. There are quite a few homes under construction in this neighborhood already.
- Highlands Court (Brown Farm): Grading is nearly completion, and restoration of some areas is done. Utility work is done as is the path from Business Drive to Redford Hills. Due to weather, the developer plans to pave the road in Spring.
- Silver Spring Water Main Extension, High School to Miller Way: The plans have been approved. Lisbon has scheduled this for 2023 construction.