



N64W23760 Main Street
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**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, MARCH 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 February 7, 2023 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. Request to Assume Maintenance Obligations for Stormwater Facility in Village Estates Subdivision
 - B. Update on Water Softener and Chloride reduction programs
6. Consideration and possible action on Sidewalk and Street Items:
7. Consideration and possible action on Other Public Works Items:
8. Staff report, updates, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
9. Other discussions for future agenda topics
10. Adjournment.

Scott Adkins
Chairperson

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 PUBLIC
WORKS COMMITTEE AND ARE
SUBJECT TO CHANGE UPON APPROVAL OF THE COMMITTEE

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
February 7, 2023**

1. Roll Call:

The meeting was called to order by Chairman Adkins at 6:00 p.m.

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

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Village Clerk Jennifer Moore, Village President Anthony LeDonne, Trustee Greg Zoellick, Trustee Stacy Riedel, Public Works Foreman Scott Ascher, Public Works Foreman Jon Baumann, Incoming Finance Director Taylor Walls, 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 Markano, seconded by Jarvis to approve the December 6, 2022 meeting minutes as presented.

Motion carried 4-0

3. Comments from Citizens:

There was no one present who wished to be heard.

4. Consideration and possible action on bills for payment:

A motion by Jarvis, seconded by Markano to recommend to the Village Board approval of bills for payment in the amount of \$17,590.94.

Motion carried 4-0

5. Consideration and possible action on Utility Items:

A. Water and Sewer Service Availability Report for recently attached parcels

A motion by Uecker, seconded by Markano to direct staff to send letters to properties where sewer and/or water is reasonably available (60') giving the property owners 10 years to connect their properties to the utility and a separate letter to the remaining properties explaining Sussex is not going to require hook up at this time.

Motion carried 4-0

B. Well 4 Rehabilitation Project and Resolution 23-9 Emergency Repairs Declaration

A motion by Jarvis, seconded by Markano recommend to Village Board approval of Resolution No. 23-9 "Emergency Repairs Designation" declaring the repairs to well pump #4 to be an emergency and moving forward with the removal and repairs for a total allocation of \$64,805 that includes a \$25,000 contingency.

Motion carried 4-0

C. Water meter purchases

A motion by Jarvis, seconded by Markano to recommend to Village Board approval of a bulk purchase of residential transmitters to supply new homes being built and maintain an inventory for replacement transmitters for a total cost of \$117,612.00.

Motion carried 4-0

D. Sewer Utility Truck purchases

A motion by Uecker, seconded by Jarvis to recommend to Village Board approval of the purchase of a Ford F350 Utility truck with a crane and plow for a not to exceed cost of \$117,675.00 and the purchase of a Ford Ranger for the amount of \$42,241.00 from Lynch Burlington and declare the 2008 F350 as surplus when the new vehicles arrive.

Motion carried 4-0

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

A. 2023 Road Program Bid and Inspection Services Contract

A motion by Adkins, seconded by Jarvis to recommend to Village Board awarding the Construction of the 2023 Road Program project to Wolf Paving Co., Inc. per their bid, including alternate #1 for a total amount of \$5,722,712.70 and the Inspection and Survey/Construction Staking Consultant contract to raSmith per their proposal in the amount of \$129,690.00. With a standard 10% contingency of \$585,240.27, the total project allocation will be \$6,437,652.97.

Motion carried 4-0

B. Mailbox damage reimbursement approval

Trustee Uecker recused himself from this agenda item.

A motion by Markano, seconded by Adkins to approve the replacement of Trustee Uecker's mailbox per village policy.

Motion carried 3-0

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 of July 16, 2023 and allowing the use of Village equipment for Lions Daze Special Event in 2023.

A motion by Jarvis, seconded by Adkins to recommend to the Village Board approval of Resolution 23-3 setting forth the Main Street Road closure for the Lions Daze Parade of July 16, 2023 and allowing the use of Village equipment for Lions Daze Special Event in 2023.

Motion carried 4-0

B. Resolution 23-4 setting forth Road Closure for various Village special events in 2023.

A motion by Adkins, seconded by Jarvis to recommend to Village Board approval of Resolution No. 23-4 setting forth Road Closure for various Village special events in 2023.

Motion carried 4-0

C. Special Event Street Closure application for Silver Circle Sports Events

A motion by Adkins, seconded by Jarvis to approve the Silver Circle Sports Events "Headbangers Half Marathon" crossing Village streets on June 10, 2023. Silver Circle Sports Events is not asking for road closures as the event will only cross Village Streets.

Motion carried 4-0

D. HVAC Maintenance Contract bids

A motion by Adkins, seconded by Jarvis to recommend to Village Board approval of the HVAC equipment three year preventative maintenance contract for the Village of Sussex public buildings be awarded to Helm Mechanical per their proposal for annual costs of \$17,123.00 in 2023, \$17,980.00 in 2024, and \$17,980.00 in 2025.

Motion carried 4-0

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 Jarvis to adjourn the meeting at 7:00 p.m.

Motion carried 4-0

Respectfully submitted,

Jennifer Moore
Clerk-Treasurer

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

3/7/2023

VENDOR	AMOUNT		%COMPLETED	NOTES
GLOBE CONTRACTORS	\$ 10,000.00	CTH VV-MAIN & PLAINVIEW - WATER MAIN - 11/12/22-3/3/2023	FINAL	
R. A. SMITH	\$ 247.50	WOODLAND TRAILS PHASE 2 - PROF. SERV. JANUARY 2023	ONGOING	BILL TO DEVELOPER: NEUMANN
R. A. SMITH	\$ 1,134.49	VISTA RUN PHASE 2 - PROF. SERV. JANUARY 2023	ONGOING	BILL TO DEVELOPER: NEUMANN
RUEKERT & MIELKE, INC.	\$ 49,789.11	REDFORD HILLS S/D - PROF. SERV. 9/10-12/2/2022	ONGOING	BILL TO DEVELOPER: CAS INVESTMENTS LLC
RUEKERT & MIELKE, INC.	\$ 2,039.50	WATER MODELING - PROF. SERV. JANUARY 2023	39.4%	
RUEKERT & MIELKE, INC.	\$ 990.00	SUSSEX COMMERCE-THE HIGHLANDS - PHASE B - PROF. SERV. 12/3/22-1/27/2023 TIF 7	ONGOING	BILL TO DEVELOPER: WANGARD
RUEKERT & MIELKE, INC.	\$ 3,772.68	REDFORD HILLS S/D - PROF. SERV. 12/3-1/27/2023	ONGOING	BILL TO DEVELOPER: CAS INVESTMENTS LLC
RUEKERT & MIELKE, INC.	\$ 39,379.11	SUSSEX COMMERCE-THE HIGHLANDS-PHASE B - PROF SERV. 9/10/22-12/02/22 TIF 7	ONGOING	BILL TO DEVELOPER: WANGARD
RUEKERT & MIELKE, INC.	\$ 18,033.90	REDFORD HILLS S/D - PROF. SERV. 8/13-9/9/2022	ONGOING	BILL TO DEVELOPER: CAS INVESTMENTS LLC
RUEKERT & MIELKE, INC.	\$ 5,402.00	WATER MODELING - PROF. SERV. 10/8-12/30/2022	33.2%	
RUEKERT & MIELKE, INC.	\$ 4,959.75	GIS SERVICES - PROF. SERV. 12/3-30/2022	100.00%	
TOTAL	\$ 135,748.04			



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: February 28, 2023

Re: Village Estates Stormwater Management Pond

The Homeowners Association (HOA) for the Village Estates subdivision has requested that the Village take over current and future maintenance of the retention pond in their subdivision. The pond is located on the north side of Hillview Drive just west of Cotey Court.

Current practice for new residential subdivisions is that the Village takes over maintenance of storm ponds as most HOA's do not have the expertise to properly maintain the ponds. In recent years the Village has taken over the maintenance of the ponds in the Pine Ridge and Stonewood Estates subdivisions. Village Estates is one of the last subdivisions developed where the HOA was given the maintenance responsibilities for the pond.

The HOA will retain ownership of the pond lot. The Village currently has a drainage easement over that lot and the ability to recover any maintenance costs. The HOA understands that it is Village policy to only mow Village maintained storm ponds once per year. They will continue to mow the right of way area along the pond and plow snow from the sidewalk. Currently, the pond needs some minor additional maintenance to remove woody vegetation, which staff would address in house later this year.

Staff recommends that the Committee and Board agree to the request from the Village Estates HOA to assume maintenance responsibilities for the stormwater facilities in keeping with precedence with other homeowner associations on these types of requests.



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MEMORANDUM

To: Public Works Committee
From: Dennis Wolf, Assistant Public Works Director Operations
Date: 2/28/2023
Re: Water Softening

The Village of Sussex draws water from a deep sandstone aquifer which contains a high level of hardness 17.4 grains per gallon, and most customers utilize a water softener to prevent the white scaling of faucets, sinks, tubs, and equipment. As a water softener becomes full of these minerals, a salt brine solution is washed through the softening unit to remove and regenerate the softening unit. This salt brine solution, dissolved chlorides, then flows to the Village of Sussex wastewater treatment plant. The dissolved chlorides cannot be treated at the plant without expensive Reverse Osmosis, and therefore flow through the plant into Spring Creek.

Due to the lack of removal of chlorides at the treatment plant, we have a chloride variance limit in our permit from the Wisconsin Department of Natural Resources. This limit is not enforceable to the same extent as other contaminants, but we are still required to reduce the chlorides at the source. We strive to achieve this through education, such as brochures, inserts in utility bills, booth at the National Night Out event, talking with large users on softener operation, using brine for snow events, and other measures.

In 2019 and 2020, staff performed 249 residential water meter change outs, and surveyed each home for a water softener. Of those homes surveyed, 38, or 14.8% used a timer regeneration softener, which are the least efficient type since they regenerate every few days, before all the softening capacity has been utilized. Demand Initiated Regeneration (DIR) units accounted for 70% of the units found. DIR units regenerate based upon the flow through the softener, and if calibrated correctly, will result in the resin in the softening tank to be full of hardness ions before regeneration is needed. This results in less salt use for the homeowner, and less salt flowing through the plant to the stream. Residents who did not have a softener unit accounted for 12%.

One source reduction measure that some communities have tried, is to create an incentive program to have a professional inspect and calibrate the softener. Two softener companies surveyed would perform this task for about \$150 per softener. In addition, they also offered an incentive program to reimburse users for the replacement of the softener unit based upon its type (timer) and age (older than 15 years, as they lose softening capacity over time).

Several communities in Wisconsin have offered these incentives to their customers.

McFarland: Offered \$75 towards evaluation/optimization. As well as a \$200 rebate towards the installation of a new unit with an efficiency of 4,000 or higher grains of hardness removed/pound of salt used in regeneration, when an identified inefficient unit is currently in use.

Waterloo: Rebate of 50% of the cost not to exceed \$400, when replacing a timer-based unit to a new minimum salt efficiency of 3,350 or higher unit. The rebate is a credit on their utility bill.

Evansville: Rebate of \$40 towards evaluation/optimization, and 40% or \$800 maximum for the replacement of a timer regeneration unit to a DIR unit, for both residential and multi-family users. Commercial users are offered a rebate check up to 40% of the cost of replacement.

Typical costs of a new softener for a home in Sussex would be \$1,500 to \$2,000.

Staff would need to involve local plumbers in the process so they could work with their customers to ensure rebate conditions are met, as well as budget funds to cover the costs of an incentive program.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: March 2, 2023
Re: Engineering Monthly Report – March 2023

2023 Road Program

- The Neighborhood Meeting is scheduled for Wednesday, March 8, 2023, from 4:00 PM to 6:30 PM, with presentations at 4:30 and 5:30. About 540 invitation letters were sent.
- Wolf Paving plans to start construction on April 3rd and is planning an aggressive schedule with the hopes of an early completion. Contract requires substantial completion by October 2, 2023, and final completion by October 31, 2023.
- Contractor has split the project into 3 phases. Phase 1 is Maplevue subdivision and the NW portion of Prides Crossing. Phase 2 is Sussex Heights. Phase 3 is everything else.

CTH VV and Plainview Water Main:

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

Miscellaneous:

- As of March 1, 2023, we have used 1044.4 tons of salt. This is approximately ½ of our seasonal allocation. This is nearly identical to where we were last year at this time and within 50 tons of where we were at this time during the 2020/2021 season.
- Spring weight restrictions: Because there is very little to no frost in the ground this year, we will not need to post spring weight restrictions on our roads. Lisbon, Merton and Menomonee Falls do plan to post.
- DNR has started working on the TMDL (Total Maximum Daily Load) analysis of the Illinois Fox River. Monitoring of the river was done from 2019 through June 2022. They plan to target total Phosphorous (sediment based and dissolved) and sediment (total suspended solids). In addition, they are exploring the addition of chlorides to the requirements. In general, these studies take 3 to 6 years per DNR. Once the study is complete, the Village will likely need to invest significantly in storm water management.

Developments:

- Vista Run and Redford Hills: Punch list work continues as weather permits.
- Highlands Court (Brown Farm): We expect work to start again in about a month.
- Silver Spring Water Main Extension, High School to Miller Way: Lisbon has hired a contractor to install the water main and plans to have a preconstruction meeting in March.