

**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 to 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