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**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, MARCH 5, 2024
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 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. Notice of Village Board Quorum if such exists: (Chairperson to state: Please let the minutes reflect that a quorum of the Village Board is present and they may make comments if the rules are suspended to allow for the same.)

1. Roll call.
2. Consideration and possible action on minutes of the February 6, 2024, 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. 2025 WWTF Upgrades Engineering Services award of contract
 - B. Return Activated Sludge Valves Parts Purchases
6. Consideration and possible action on Sidewalk and Street Items:
 - A. Patrol Truck Purchase
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
THE 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 6, 2024**

1. Roll Call:

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

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

Members absent: None

Also present: Village Administrator Jeremy Smith, Village Engineer/Public Works Director Judith Neu, Public Works Foreman Jon Bauman, Public Works Foreman Scott Ascher, 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 5, 2023 meeting minutes as presented.
Motion carried 4-0

3. Comments from Citizens:

4. Consideration and possible action on bills for payment:

A motion by Markano, seconded by Adkins to recommend to the Village Board approval of bills for payment in the amount of \$1,290.22.
Motion carried 4-0

5. Consideration and possible action on Utility Items:

A motion by Jarvis, seconded by Markano to recommend to the Village Board approval of a contract with Ruckert Mielke, Inc. to complete the well siting report and test well contract, including a 10% contingency for a total allocation of \$41,635.00.
Motion carried 4-0

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

A. 2025 Road Program

A motion by Uecker, seconded by Jarvis to recommend to the Village Board approval of a contract with The Sigma Group, Inc. for design services in the amount of \$56,820.00 and approval of a contract with Green Bay Pipe & TV, LLC in the amount of \$103,023.40 for a combined contract amount of \$159,843.40 plus a 10% contingency of \$15,984.34, for a total allocation of \$175,827.74 for the design and video inspection services for the 2025 Road Program project and for the Parking Lots Rehabilitation project.
Motion carried 4-0

B. Resolution 24-01 – Special Event Road Closures

Motion by Jarvis, seconded by Markano to recommend to the Village Board approval Resolution 24-01, authorizing various road closings for parades and special events in the Village of Sussex.
Motion Carried 4-0

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

A. Emergency Generator Design RFP

A motion by Uecker, seconded by Adkins to recommend to the Village Board approval of a contract with Powrtek Engineering, Inc. to complete the design and bid services for the Emergency Generators project, including the alternates, in the amount of \$36,250.00 plus a 10% contingency in the amount of \$3,625.00, for a total allocation of \$39,875.00.
Motion carried 4-0

B. Public Safety Building Roof Replacement Bid

Motion by Jarvis seconded by Uecker to recommend to the Village Board approval of a contract with Carlson Racine Roofing & Sheet Metal for the 30 year roof replacement systems on Sections 1 and 2 at the unit prices specified in their bid for work actually performed plus a 10% contingency of \$18,242.00 for a total allocation of \$200,661.00.

Motion Carried 4-0

C. Chipper Purchase

A motion by Jarvis, seconded by Markano to recommend to the Village Board approval of the purchase of a Morbark chipper from LF George for \$42,718.00.

Motion carried 4-0

B. Brush Collection Policy

The Committee directed staff to look at the March calendar for the possibility of brush collection.

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

A. Engineer's Report

Ms. Neu summarized the Engineer's Report included in the meeting packet.

B. Vista Run Trail Easement

A motion by Adkins, Seconded by Markano to recommend to the Village Board approval of path easements from Prospect Circle to the Vista Run Subdivision.

Motion Carried 4-0

9. Other discussion for future agenda topics

10. Adjournment

A motion by Adkins, seconded by Jarvis to adjourn the meeting at 6:55p.m.

Motion carried 4-0

Respectfully submitted,
Jennifer Moore
Clerk-Treasurer

VILLAGE OF SUSSEX

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

PW BILLS DATE: 3/5/2024

VENDOR	AMOUNT		%COMPLETED	NOTES
CEDAR CORPORATION	\$ 4,095.00	VILLAGE PARK SURVEY - PROF. SERV. THRU 1/20/2024	99.9%	
CEDAR CORPORATION	\$ 105.00	GOLDEN FIELDS - PROF. SERV. THRU 1/20/2024	ONGOING	BILL TO DEVELOPER: KAEREK HOMES
SHORT ELLIOTT HENDRICKSON INC.	\$ 520.00	VISTA RUN PARK GRADING PLAN - PROF. SERV. THRU 1/31/2024	95.0%	
TOTAL	\$ 4,720.00			



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TO: Public Works Committee
FROM: Judith A. Neu, Village Engineer/Public Works Director
RE: 2025 Water Pollution Control Facility Upgrades – Design & Bid Services Award
DATE: February 29, 2024

Design and Bid Services Proposals for the 2025 Water Pollution Control Facility (WPCF) Upgrades project were received and opened on February 23, 2024. Five (5) proposals were received and are summarized below. A committee of the Village Staff reviewed and ranked the proposals. Cost proposals were then opened, and final points tallied.

Consultant	City and State	Final Ranking (1-5)	Proposal Cost
Trotter & Associates	Lake Geneva, WI	1	\$99,670.00
Ruekert Mielke	Waukesha, WI	2	\$121,381.00
Donohue	Sheboygan, WI	3	\$133,410.00
Clark Dietz	Kenosha, WI	4	\$138,710.00
Baxter & Woodman	Burlington, WI	5	\$253,940.00

The costs listed are “Not to Exceed” costs, so the consultant will be paid for time and materials used in the design process up to the amount listed if the project scope does not change. However, if there is a justifiable change in scope, additional charges could be approved. Staff recommends that the Village enter into contract with **Trotter and Associates, Inc.** to complete the design and bid services for this project in the amount of **\$99,670.00**.

The project includes rehabilitation and/or replacement of the following:

- Gravity thickener equipment and components;
- Effluent tertiary filters equipment, media, valves, and components;
- Oxidation ditch equipment including replacement of the existing chain driven gearboxes with direct drive right-angle gearboxes and its components, new motors, new VFDs, and associated controls/wiring/electrical;
- Backwash tank repairs of deteriorated concrete and replacement of metal railings with aluminum railings;

- Final clarifier no. 2 sludge suction line replacement of approximately 90 lineal feet to remove sag, associated fittings and connections;
- Cleaning of the heavy sludge pipelines (Approximately 1,050 lineal feet);
- Painting with high-performance coatings of the walls, floors, ceilings, piping, valves, bases, pumps, hoppers, and equipment located in the Grit Room and in the Filter Room.

The consultant will complete the design, drafting, prepare the plans and specifications, and contract documents for the project; prepare cost estimates; obtain all necessary permits; coordinate with utilities; prepare and distribute bid documents and advertisements; and attend the preconstruction conferences. The project will be ready to bid by December 11, 2024.

The WPCF is a regional facility. Our regional partners will share in the total cost of the project based on their current plant capacity allocation per existing Agreements. The current capacity allocation is listed below:

• Sussex	54.3%
• Menomonee Falls	21.6%
• Lisbon	18.3%
• Lannon	5.9%

Project specific agreements will be prepared this summer for approval by the various communities. The project was discussed with representatives from all of the communities from all of the communities at a Technical Advisory Committee meeting in January.

The contract amount for this proposal is **\$99,670.00**. Staff recommends that a 10% contingency (**\$9,967.00**) be included for a total allocation of **\$109,637.00** for the design and bid services for the 2025 Water Pollution Control Facility (WPCF) Upgrades project. The Village Board authorized \$85,000.00 in the 2024 budget for Engineering Services for plant maintenance rehab design which will cover the Sussex share of the cost of this design contract.



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Memorandum

TO: Public Works Committee
FROM: Ethan Hadler, Wastewater Operator
RE: Purchase of Plug Valve Assemblies
DATE: 2/26/2024

The Village of Sussex Sewer Utility is planning a replacement of (11) 12” plug valve assemblies in the Return Activated Sludge System at the Wastewater Treatment Facility. These plug valves are necessary for controlling the flow of return activated sludge from the final clarifiers to the aeration basin. The plug valves are cast iron with a tapered plug made of rubber, that with a quarter turn, close/open the pipe and restrict/allow flow. Over time, the materials degrade, impacting valve performance. The current valves have been in place since 1993, and we have noticed a decline and difficulty in the operation and performance. Replacement of the parts will be done in-house, with all labor completed by our operators. The purchase will be made from The Dorner Company, since DeZURIK is proprietary, and The Dorner Company is the supplier.

Staff is requesting to purchase:

11ct - DeZURIK 12” Plug valve assemblies from The Dorner Company @ \$2,528 each = \$27,805.00

Total Cost: \$27,805.00

This project is part of the larger 2025 Wastewater Treatment Plant Upgrades and refurbishments, but because our staff can self-perform this work saving the Village about \$15,000 (after accounting for our labor costs) we would like to tackle this work in 2024 when staff has sufficient time to accomplish the task and we’re not in the way of the contractor who will be doing other major work in 2025. The funds for this come from the Equipment Replacement Fund.





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TO: Public Works Committee
FROM: Scott Ascher, Public Works Foreman
DATE: February 23, 2024
RE: Patrol Truck Replacement

Purpose

Our 2003 International patrol truck has been set to be replaced. Staff has received three quotes for the replacement truck chassis as well building all the necessary equipment onto the chassis. The village's current replacement cycle on patrol trucks is three years. Having eight trucks and seven routes means that a truck is active for 21 years and a spare for the last three years of its life. The replaced truck will be auctioned off once the replacement is ready for service. The 2024 budget allotted \$283,500 from the depreciation fund for the purchase of a new truck.

Truck Chassis

- 1) Western Star: \$138,241.00 without 5-year warranty (\$5,702.00)
- 2) Mack: \$140,508.00 extended warranty not offered
- 3) Peterbilt: \$146,856.45 extended warranty not offered

Truck Build

- 1) Burke Truck: \$137,600. A 1.5% discount is offered to the village if half payment is received at time of order bringing the total cost down to \$135,536.
- 2) Monroe: \$132,279
- 3) Caspers: No quote was presented.

Recommendation:

Staff is recommending the purchase of a Western Star truck with Burke Truck completing the build for a total of \$273,777 without extended warranty, coming in under the budgeted amount for the replacement. The last replacement truck was a Western Star which has proven to be a great addition to our fleet. Despite having very few issues in the past staff also took into consideration that Western star includes a five year/100,000 mile warranty which is very important with all the extra technology that is standard on these trucks. Staff recommends purchasing the extended warranty for this truck which takes the total cost to \$279,479.00. The challenges of the supply chain continue making it the most readily available truck that was quoted. Burke truck has built the last five trucks the village has purchased with

great success. Consistency is important to our fleet for operators to be able to jump from truck to truck with minimal control differences as well as having interchangeable parts on hand.

Date: February 29, 2024
To: Public Works Committee
From: Judith A. Neu, Village Engineer
Subject: Engineering Monthly Report – March 2024

Miscellaneous:

- Spring Weight Restrictions will not be posted this year in Sussex, nor in many of the surrounding communities. This is the result of our mild winter, and the fact that there is no frost in the ground.
- Public Works Streets staff will be trimming right of way trees throughout the Village this winter. Impacted residents have been notified.
- Public Works Water staff has completed their project to replace 100 residential meters.
- We have used 811 tons of salt so far this snow season. For comparison, as of March 1, 2023, we had used 1044.4 tons of salt.
- The Wisconsin Department of Transportation has begun a program to inventory and assess all local bridges and culverts in the State that are 20 feet or under in length, but greater than 6 feet in width (measured perpendicular to the road centerline). The work was financed by the State in their 2023-25 budget. Inventory of the estimated 13 structures in Sussex will be completed by Sussex staff and the State will pay us we \$100 / structure inventoried. Condition assessment will be completed by a Wisconsin Certified Bridge Inspector at no cost to the Village. The State is collecting this information in the hopes that in the future, State funds will be available to help cover the cost of repair or replacement of these structures. Currently, bridge funds are only available for bridges that are greater than 20 feet in length.
- The BRIC Grant Application for the Emergency Generators at the Public Safety Building, Civic Center, and Public Works Garage has been submitted to FEMA. It may be several months before we know if we were successful.
- The Upper Fox River Watershed MS-4 permit is up for renewal this year. The permits are good for 5 years. Staff from all communities in the group met with DNR in February to review the proposed permit conditions. They are essentially the same as our previous permit but with further emphasis on written program procedures (standard operating procedures) and measurable goals. There are some TMDL requirements that may be put into the permit (mostly inventory and possibly assessment type work) with the assumption that the Fox Illinois TMDL may be completed within the permit period. DNR currently intends to send this TMDL study to EPA in 2026 or 2027 for approval. DNR's stated intent for TMDL implementation is that during the first 5 years after the study is approved, the municipality must inventory and assess their system to determine where additional facilities are needed to address any shortfalls. During the following 5-year permit term, and in subsequent permit terms, the municipality would need to commit to implementing specific projects to work toward full compliance.

Developments:

- Vista Run Phase 2: The remaining work in phase 2A is path construction and punch list, as well as completion of the as-built drawings. The second access to Vista Run is also part of Phase 2 and will be constructed this construction season.
- Vista Run Phase 3: Grading has begun. Construction plans and final plat have been reviewed. Sanitary sewer plans have been approved. Developer plans to have the project completed this fall.
- Redford Hills: Top lift of asphalt and remaining punch list have been postponed till Spring.
- Golden Fields: Binder Course of asphalt and sidewalks are complete. Surface course of asphalt will be installed in 2024.
- Wildflower: Staff is working through the details of the Developer's Agreement with the Developer.