



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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**AGENDA
PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, MAY 5, 2020**

THIS MEETING WILL BE HELD VIRTUALLY DUE TO THE GOVERNOR'S EMERGENCY SAFER AT HOME ORDER DUE TO COVID-19 VIRUS

THIS MEETING CAN BE ACCESSED IN ONE OF THE FOLLOWING WAYS:

1. BY CALLING 1-312-626-6799 AND ENTERING MEETING ID: 830 5397 6063
2. CLICKING THE FOLLOWING LINK: <https://us02web.zoom.us/j/83053976063>

THE MEETING MATERIALS WILL BE AVAILABLE AT WWW.VILLAGESUSSEX.ORG.

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Sussex Finance & Personnel Evaluation Committee, at which a quorum of the Village Board may attend virtually 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. 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 are virtually 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 minutes of the March 3, 2020 Public Works meeting.
3. Consideration and possible action on bills for payment.
4. Consideration and possible action on Utility Items:
 - A. Water Utility Vehicle Replacement
5. Consideration and possible action on Sidewalk and Street Items:
 - A. Maple Avenue Reconstruction Update
6. Consideration and possible action on Other Public Works Items:
7. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
8. Other discussion for future agenda topics
9. Adjournment.

Scott Adkins
Chairperson



Jeremy Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM
THE PUBLIC WORKS COMMITTEE AND ARE
SUBJECT TO CHANGE UPON APPROVAL OF THE VILLAGE BOARD**

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
March 3, 2020**

1. Roll Call

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

Members present: Trustee Tim Dietrich, Trustee Lee Uecker, Trustee Michael Bartzen, and Mike Schulist.

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village President Greg Goetz, Village Engineer/Public Works Director Judith Neu, Trustee Scott Adkins, 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 Uecker, seconded by Bartzen to approve the February 4, 2020 meeting minutes as presented.

Motion carried 4-0.

3. Comments from Citizens

No one was present who wished to be heard.

4. Consideration and possible action on bills for payment:

A motion by Uecker, seconded by Bartzen to recommend to the Village Board approval of bills for payment in the amended amount of \$238,824.77.

Motion carried 4-0.

5. Consideration and possible action on Utility Items:

None

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

A. Bug Line and Silver Spring Right of Way Deed

A motion by Schulist, seconded by Uecker to recommend to the Village Board approval of the Bug Line and Silver Spring right of way deed conditioned upon Waukesha County approval.

Motion carried 4-0.

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

A. Consideration and possible action on HVAC RFP.

A motion by Bartzen, seconded by Schulist to recommend to the Village Board award of the HVAC Preventative Maintenance Services contract to Ideal Mechanical for \$6,628 for all Village Buildings.

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 Bartzen, seconded by Schulist to adjourn the meeting at 6:25 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

VILLAGE OF SUSSEX
PUBLIC WORKS COMMITTEE
BILLS FOR PAYMENT

5/7/2020

VENDOR	AMOUNT		%COMPLETED	NOTES
R A SMITH	\$ 12,172.85	WOODLAND TRAILS S/D - PROF. SERV. 3/1-31/2020	ONGOING	BILL TO DEVELOPER - NEUMANN DEVELOPMENT
R A SMITH	\$ 540.00	MAIN STREET RECON - PHASE I - PROF. SERV. 3/1-31/2020	60.30%	
R A SMITH	\$ 900.00	MAIN STREET RECON - PHASE 2 - PROF. SERV. 3/1-31/2020	94.50%	
SELZER-ORNST CONSTRUCTION CO., LLC	\$ 172,771.00	SUSSEX PARK PAVILION PROF. SERV. THRU 3/31/2020	87.00%	PREPAID
JET CONSTRUCTION, LLC	\$ 3,200.00	CONCRETE APPROACH-GOOD HOPE RD	98.00%	
SIGMA GROUP, INC.	\$ 850.00	SUSSEX PRESERVE PHASE 2 PROF. SERV. THRU 3/31/2020	ONGOING	PREPAID - BILL TO DEVELOPER - SAWALL DEVELOPMENT
R A SMITH	\$ 42,018.28	MAPLE AVE SURVEY & INSPECTION SERV. THRU 3/31/2020	8.00%	
STARK PAVEMENT CORP.	\$ 148,411.85	MAPLE AVE RECON #2 - PROF. SERV. THRU 3/31/2020	4.00%	
SUPER WESTERN, INC.	\$ 520,158.07	MAPLE AVE RECON #1 - PROF. SERV. THRU 4/11/2020	8.00%	
TOTAL	\$ 901,022.05			



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MEMORANDUM

To: Public Works Committee
From: Jon Baumann PW Foreman
Date: 4/23/2020
Re: Water Utility Vehicle

The 2006 Ford E-250 van is due for replacement. The van is now 14 years old and is need of a variety of costly maintenance. Staff has determined that replacement of the van with a utility truck, rather than a van, will better suit the water utility's needs.

The 2006 Ford E-250 will be put up for auction on the Wisconsin Surplus website once we have received the new truck. That money will be used to offset the costs of the new truck purchase.

There were 3 quotes obtained for the truck chassis as well as the service body.

Truck Chassis

DEALER	COST
1. Badger Truck Center	\$34,967.00
2. Sorens Ford	\$43,775.80
3. Ewald Auto	\$34,975.00

Service Body

1. Badger Truck	\$17,895.00
2. Casper's Truck Equipment	\$16,669.00
3. Break & Equipment	\$17,798.00

Recommendation

Staff recommends the purchase of the truck chassis from Badger Truck which is the lowest bidder. Casper's Truck Equipment is the low bid for the service body also recommended by staff. The total cost of the utility truck will be \$51,636.00. This is well under the approved \$60,000.00 in the capital outlay of the 2020 budget.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: April 30, 2020
Re: Maple Avenue Reconstruction - Update

We thought it was time to give the Committee a more in depth update on the Maple Avenue projects. Overall, the Maple Avenue Reconstruction and Main Street resurfacing projects are either on or ahead of schedule. One benefit of the COVID 19 crisis and the school closures is that there is less traffic on the roads, making it easier and faster for the contractors to do their work, and allowing staff to consider some changes to the construction sequence to speed up the process.

Maple Avenue Reconstruction #1 – Main Street, Maple South and Maple Central

The substantial completion date for this project is October 30, 2020. According to the contractor's original schedule, they planned to be done in late September. We are tracking ahead of that schedule.

Main Street Repairs and Resurfacing: The underground utility work is done except for the trenchless relining of the sanitary sewer so it's time to start putting the road back together. Concrete work is getting started and will continue through mid-late May with curb, driveway and sidewalk replacements, the sidewalk extensions, and the repairs to the old concrete roadway pavement. Light bases and conduit have been installed. The contractor has taken delivery of the light fixtures, but delivery of the light poles is still a few weeks out. The new street lights will be installed and energized after they arrive. We are on track to be done with this portion of the project in mid to late June, except for the pavement marking.

Maple Avenue South: Most of the grading is done except for a 400 foot stretch of ½ of the road between Maple Grove Lane and Clover Drive where we had to wait for a previously unknown gas relocation to be completed. That gas relocation was completed on April 29th. With the schools being closed, we were able to adjust the construction sequence to speed up the grading in this section. Some of the sanitary, storm and water main work is done. The contractor has about 2-3 more weeks of work left on the underground utilities. We are on track now to begin paving this section in June, which is about 1 to 1.5 months ahead of schedule. If the weather and circumstances continue to be favorable, we could be done with this section in late July / early August.

Maple Avenue Central: Some of the sanitary work is done. Grading will start in earnest next week. There is more sanitary, storm and water main work to be done after grading and before paving. This section is about 2 weeks ahead of schedule now, so we are on track to be done in September.

Maple Avenue Reconstruction #2 – Maple North

The substantial completion date for this project is October 16, 2020. This section has had a little bit slower start. Some of the storm sewer is done, but we had some delay due to AT&T being behind schedule on completing their relocation. Sanitary sewer installation is expected to start sometime next week and grading is expected to start in mid-May. Right now, we are on schedule to meet the October 16th deadline per the contractor's original schedule. We're hopeful that we can speed up a bit now that AT&T's work is done.

Communications

We've been working hard to keep the public up-to-date with the project. We send a bi-weekly update on the project to residents living along the corridor as well as those who have signed up for "Road Project Updates" through the website. The Village sends letters to those impacted when there are changes to traffic patterns, driveway access, or mail delivery. Staff also collected phone numbers and email address during the planning stage of the project. Those phone numbers are now being used by the contractor and inspector in emergent situations.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: April 30, 2020
Re: Engineering Monthly Report – April 2020

Maple Avenue:

- Please see detailed Maple Avenue update memo.

Miscellaneous

- Public works continues working in 3 teams that do not intermingle due to the COVID-19 epidemic. Each team includes staff with expertise in water and sewer. Those teams rotate between streets, water and sewer on a weekly rotation. One benefit of this system is that each employee has opportunities for in depth cross training, including the supervisors.
- Staff will be interviewing candidates for our open Streets position next week.
- The Yard Waste Site will be open Saturdays and Mondays starting May 2, 2020. The site will be closed Memorial Day weekend.
- Staff is monitoring the grass growth along Good Hope Road. Last October, we had the entire road corridor re-seeded and also completed a weed and feed application. With the cold temperatures, we have not yet seen the fruits of that operation, but expect to see some growth in the next week as temperatures warm. Staff has a walk through scheduled with the Good Hope Road contractor and landscaper late next week to review the condition of the turf restoration and trees and shrubs planted along the corridor. The contractor will then need to address any identified issues per the warranty period in the contract.
- Staff has reserved 2,100 tons of salt for the 2020/2021 winter season, which is about our 6 year running average of salt use plus a little to account for the increases in lane miles for new subdivisions. For the 2019/2020 season we had reserved 2,000 tons but only used 1,350 tons due to the mild winter. We only pay for what we use.

Developments:

- Woodland Trails: Blasting and grading activities are underway throughout the development. Utility installations are also restarting now that the site has dried out. This also means that trucking of material into the site along Woodland Creek Drive will be starting again soon. Residents along Woodland Creek Drive have been notified.
- Vista Run: The preliminary plat, grading plan and preliminary utility layout have been reviewed. Developer will continue with the approval processes in the coming months but likely won't start construction until Spring 2021.
- Highlands / Basting Farm: Construction along CTH K and STH 164 is underway with the goal of completion by July.
- Sussex Preserve Phase 3: The plans for the last phase of this development have been submitted and are under review.