



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

**PUBLIC WORKS COMMITTEE  
VILLAGE OF SUSSEX  
6:00 P.M. TUESDAY, FEBRUARY 7, 2023  
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2<sup>nd</sup> 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

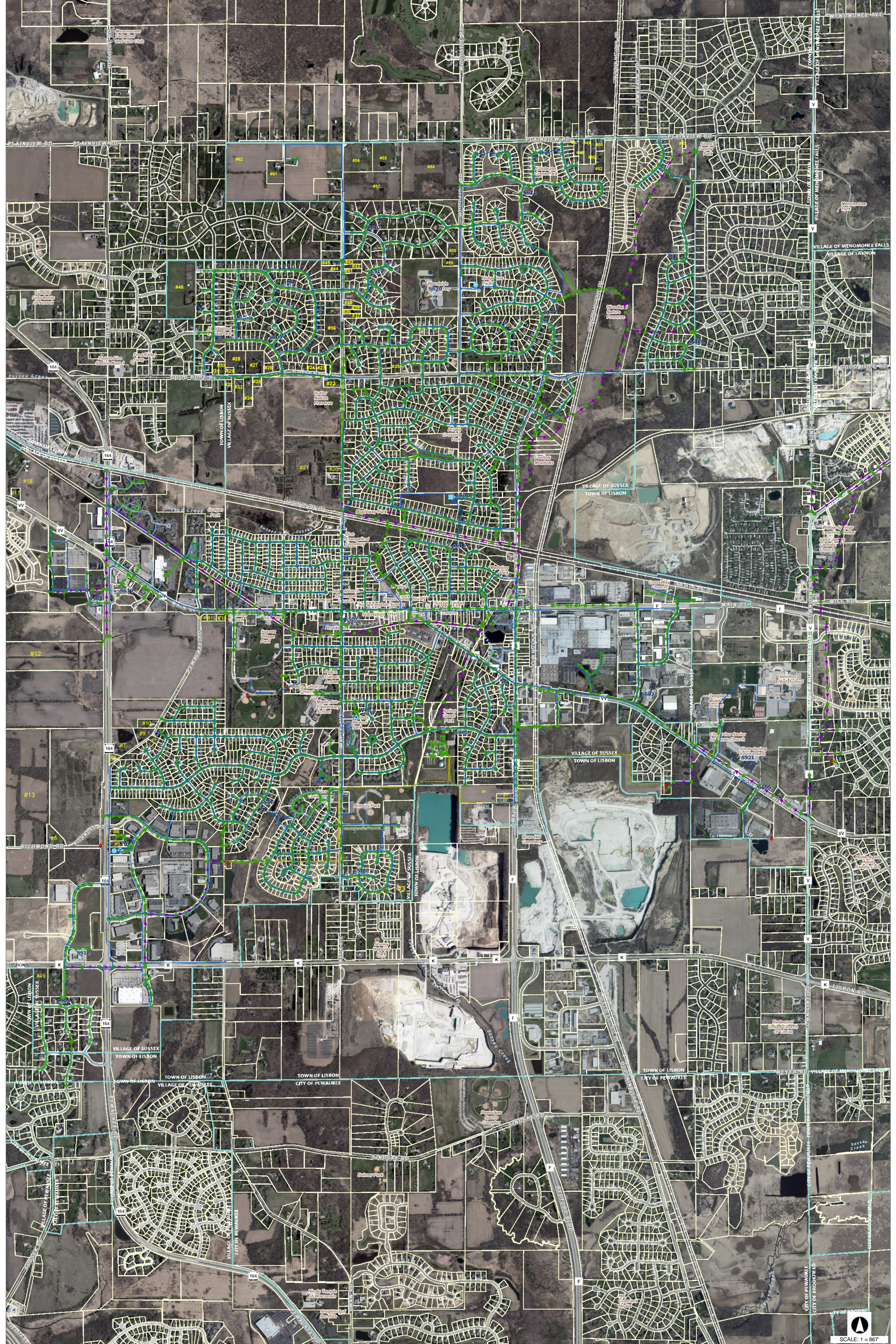
BILLS FOR PAYMENT

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			

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](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://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](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://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](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://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.