



N64W23760 Main Street
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AGENDA
PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, JANUARY 3, 2017
SUSSEX CIVIC CENTER- COMMITTEE ROOM 2nd FLOOR

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of 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 under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on minutes of the regular Public Works meeting on December 06, 2016.
3. Comments from citizens present and correspondence/communications received from citizens.
4. Consideration and possible action on bills for payment.
5. Consideration and possible action on Utility Items:
6. Consideration and possible action on Sidewalk and Street Items:
7. Consideration and possible action on Other Public Works Items:
8. Staff report, update and issues, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
 - B. Villas of Brandon Oaks and Maplewood Terrace private utility systems.
9. Other discussion for future agenda topics
10. Adjournment.

Tim Dietrich
Chairperson

Casen Griffiths
Administrative Services Director

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 Jeremy Smith at 246-5200.

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Public Works Committee meeting held on December 6, 2016.

Tim Dietrich called the meeting to order at 6:00 p.m.

Members present: Trustees Tim Dietrich, Lee Uecker, Bob Zarzynski, and Rick Vodicka.

Members excused: None

Staff present: Administrator Jeremy Smith, Asst. Administrator Melissa Weiss, Village Engineer Judy Neu, Administrative Services Director Casen Griffiths, Assistant Public Works Director Dennis Wolf, and Public Works Foreman Scott Ascher.

Others present: President Greg Goetz, Trustee Pat Tetzlaff and Bill Wiesneski.

A quorum of the Village Board was present at the meeting.

A motion by Vodicka, seconded by Zarzynski, to approve the minutes of the November 1, 2016 Public Works Committee meeting, as presented. Motion carried.

Comments from citizens present and correspondence/communications received from citizens:

Trustee Dietrich stated that he had received several questions from residents regarding the hours that the lights are on at the Civic Center. Mrs. Weiss responded that the lights were originally programmed by the contractor to shut off at the latest possible hour that the building would have rentals. Staff received training on how to reprogram the lights and will be reprogramming them soon.

Consideration and possible action on bills for payment:

A motion by Zarzynski, seconded by Vodicka to recommend that the Village Board approve the Public Works bills for payment in the amount of \$1,157,429.48 as presented. Motion carried.

Consideration and possible action on Utility Items:

A motion by Dietrich, seconded by Uecker to recommend to the Village Board approval of the purchase of the next Sorbx batch for Wastewater Treatment Phosphorous Pilot testing in the amount of \$28,800. Motion carried.

Consideration and possible action Sidewalk and Street Items:

A motion by Dietrich, seconded by Zarzynski to recommend to the Village Board approval of the purchase of a Peterbilt plow truck and components from Burke Truck in the amount of \$172,718.35. Upon further discussion, Dietrich amended the motion, seconded by Zarzynski to recommend to the Village Board that half of the money be placed down for the truck in order to obtain the 1.5% discount from Burke Truck. Motion carried.

A motion by Vodicka, seconded by Uecker to approve the incentive program for Main Street Phase Two construction in the amount of \$1,000 per calendar day for each day that the contractor exceeds the substantial completion deadline, not to exceed \$20,000. Motion carried.

Other Public Works Items:

None

Staff Report, update and issues, and possible action regarding subdivision developments, and projects.

Ms. Neu reported that Main Street Phase One work is essentially over for the winter, with the exception of a few miscellaneous restoration and signing items. We Energies is continuing work on replacement of the electric line on Main Street. New meter pedestal installation at homes and business continues and a few

homes remain. The floodplain map change had been submitted to FEMA. Design work is nearly complete on Main Street reconstruction phase 2, with bidding to take place in January 2017. A neighborhood meeting will take place on Wednesday, January 11, 2017 from 4:00- 7:00 Pm for the project in the Board Room.

Preliminary engineering reports and facility designs are being prepared for DNR submittal regarding radium treatment. Wells 4 and 5 will be completed and sent to the DNR at the end of 2016. Bidding for temporary and permanent well drilling at Well 8 is planned for the first half of 2017. Financing for the Safe Drinking Water Loan Fund has been submitted.

Bridge inspections have been completed and revealed that the Clover Drive Bridge needs to be repaired in 2017.

Traffic signal timing at Silver Spring will be adjusted to improve flow and to coordinate with the lights at the Civic Campus. The consensus of the Committee was to have traffic signals flash between 10:00 pm and 5:00 am with yellow flashing for traffic on Main Street and red flashing for traffic on Maple Avenue, Silver Spring Drive and the Civic Campus.

A public hearing before the Railroad Commission will take place on December 12th; this is the next step to have the railroad fix the crossing.

Johannsen Farms grading work is done, and utility work still needs to be completed. Due to the lift station installation, construction will not be complete until 2017. Approvals for Main Street work are still pending at the Marchese/Duchow from the County; construction is expected in spring 2017. The water main and path extension are complete at Sussex IM. Hidden Hills and Ancient Oaks preliminary plat, storm water plan, and road/utility plans have been reviewed.

A motion by Dietrich, seconded by Uecker to approve the developer's agreement for Ancient Oaks of Sussex as presented. Motion carried.

Other discussion for future agenda topics:

Mr. Smith noted that the Villas of Brandon Oaks request will be on the January committee agenda.

A motion by Vodicka, seconded by Zarzynski to adjourn the Public Works Committee meeting at 6:41 p.m. Motion carried.

Respectfully submitted,

Casen J. Griffiths
Administrative Services Director

VILLAGE OF SUSSEX
PUBLIC WORKS COMMITTEE
BILLS FOR PAYMENT

1/4/2017

VENDOR	AMOUNT		%COMPLETED	NOTES
KAHLER SLATER	\$ 4,726.00	VOS CIVIC CENTER - EMBEDS	100%	
KAHLER SLATER	\$ 6,540.93	VOS CIVIC CENTER	99%	PREPAID - DUE DATE
KAHLER SLATER	\$ 107.81	VOS CIVIC CENTER - 10/30-12/3/16	100%	
R.A. SMITH NATIONAL	\$ 844.70	SUSSEX PRESERVE - PROF. SERV. 10/1-31-2016	ONGOING	BILL TO DEVELOPER - ART SAWALL
R.A. SMITH NATIONAL	\$ 23,515.63	MAIN STREET RECON - PHASE I - PROF. SERV. 10/1-31/2016	51%	
R.A. SMITH NATIONAL	\$ 36,727.20	MAIN STREET RECON - PHASE I - PROF. SERV. 9/01-30-2016	46%	
R.A. SMITH NATIONAL	\$ 1,099.82	MEIJER INFRASTRUCTURE PROF. SERV. 10/1-31/2016	100%	
RUEKERT & MIELKE, INC.	\$ 1,209.50	PHOSPHORUS OPER. EVAL. - PROF. SERV. 10/29-11/25/16	ONGOING	
RUEKERT & MIELKE, INC.	\$ 145.00	2016 GIS ANNUAL SERV. - PROF. SERV. 11/1-25/2016	100%	
RUEKERT & MIELKE, INC.	\$ 14,942.27	JOHANNSEN FARMS SUBDIVISION - PROF. SERV. 10/29-11/25/2016	100%	BILL TO DEV. - KAEREK HOMES (MIKE KAEREK)
RUEKERT & MIELKE, INC.	\$ 15,784.80	MAIN STREET RECON. - PROF. SERV. 10/29-11/25/2016	90%	
RUEKERT & MIELKE, INC.	\$ 1,500.00	2016 GIS ANNUAL SERV. - PROF. SERV. 10/29-11/25/2016	100%	
SHORT ELLIOTT HENDRICKSON, INC.	\$ 2,967.98	QUAD PLEX BASEBALL PARK	17%	
VINTON	\$ 183,876.68	MAIN STREET RECON. - PHASE 1	88%	
TOTAL	\$ 293,988.32			



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MEMORANDUM

To: Melissa Weiss, Assistant Village Administrator / Public Works Director
From: Judith A. Neu, Village Engineer
Date: December 19, 2016
Re: Engineering Monthly Report – December 2016

Main Street Reconstruction – Phase 1:

- Work is essentially over for the winter.
- Work continues on the We Energies electric line replacement work.
- New meter pedestal installation at homes and businesses impacted by the overhead to underground conversion continues. Only a few properties remain.
- Civic Campus lighting and most of the shrubs/landscaping will be postponed until Spring.
- Floodplain map change request has been submitted to FEMA.
- Traffic signal timing at Silver Spring will be adjusted to improve flow and to coordinate with Civic Campus and to set the signals to flash overnight.

Main Street Reconstruction – Phase 2:

- Bidding will take place in January 2017.
- Neighborhood Meeting will be Wednesday, January 11, 2017, 4 - 6:30 PM in the Board Room.

Radium:

- Plans and specifications for treatment facilities at Wells 4 and 5 will be complete and sent to DNR by the end of 2016. Bidding will take place after DNR approval is received.
- Bidding for Temporary and Permanent Well Drilling at Well 8 site is planned in the first half of 2017.
- ITAs for Safe Drinking Water Loan Fund financing have been accepted by DNR. We await our status on the DNR Priority Project List.

Miscellaneous:

- Good Hope Railroad Crossing – A public hearing before the Railroad Commission took place on December 12th. Railroad officials are preparing a repair proposal for our review. If reasonable, this may become the Railroad Commission's Order.
- Village Park Quad-Plex – Surveying is done and base plan for design has been received.

Developments:

- Johannsen Farms: Grading is essentially complete. Utility work has begun. Due to long lead time on Lift Station, construction will not be complete till 2017.
- Marchese / Duchow: Phase 2 (village) and STH 164 (DOT) plans have been approved. Approvals for Main Street work are still pending (County). Construction expected in Spring 2017.
- Ancient Oaks: Preliminary Plat, storm water plan and road/utility plans have been reviewed.
- Hidden Hills: Preliminary Plat, storm water plan and road/utility plans have been reviewed.

END.



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MEMORANDUM

To: Public Works Committee
From: Melissa Weiss, Assistant Village Administrator
Date: December 15, 2016
Re: Villas of Brandon Oaks Request

The Villas of Brandon Oaks requested that the Village perform maintenance on their private utility systems. There are two private condominium developments in the Village of Sussex that have private roads and utility infrastructure: the Villas of Brandon Oaks and Maplewood Terrace Condos. I have outlined costs below to maintain both of these systems as well as the costs to reconstruct the infrastructure. Please note that all of the presented costs are estimated costs – quantities are estimated as well as 2016 construction values. None of the private developments should take these numbers to be exact quoted costs to perform this work.

Staff strongly cautions against providing snow plowing services to the private developments. The roads are smaller and this may require different plowing equipment or added staff.

Maintenance \$4,198.5 estimated annual cost (add \$2,764 if sewer televising is needed)

The Village already flushes fire hydrants in private developments, including those at businesses. This has been done since 2005 for the purpose of maintaining access to water for firefighting. We also flush the sanitary sewer dead ends in private developments and business areas throughout the Village. There are three areas of maintenance we do not perform currently and the costs are presented below.

- **Valve turning:** water valves should be turned once per year. When valves have not been turned for some time they will typically either not turn or break. The cost to repair a broken valve can range from \$12,000 - \$20,000 depending on many different factors. If valve maintenance has not routinely been completed in the private development, the risk of breaking the valves is extremely high. If the Committee's desire is only to provide maintenance/valve turning, it should be explicitly written into the agreement that the Village will not cover the cost of any broken infrastructure. The cost of valve turning for both private developments is estimated at \$400/year for each development.
- **Catch basin cleaning:** catch basins should be periodically cleaned. The price to do so is higher because you have to pay higher dumpster disposal fees for the waste. The cost to clean catch basins is estimated at \$1,631/year for each development.
- **Sanitary sewer cleaning:** sanitary sewer lines should be cleaned once every 4 years. These costs are 2016 costs and increase annually per the Village's contract with Visu Sewer. 2017 rates are not yet available. For the Villas of Brandon Oaks the cost to contract with Visu Sewer for the cleaning is \$468 every 4 years. For Maplewood Terrace it is \$273 every 4 years. If televising were to become necessary this would cost \$1,746 for the Villas of Brandon Oaks and \$1,018 for Maplewood Terrace. The risks with jetting include blowing water softeners or toilets. Our current policy on this is that if a home is improperly plumbed it is the homeowners responsibility to handle these repairs. Staff is

uncertain if the infrastructure itself was set up to handle this work as it would be in a public development. Prior to this work taking place property management should verify that all vents are clear.

Reconstruction

These are 2016 construction numbers (for future years costs can be inflated by 3%/year) and include inspection and engineering services, but do not include any legal fees or building repair costs. Due to the proximity of buildings to the infrastructure, particularly in the Villas of Brandon Oaks, you should assume that buildings will be damaged during construction. Those costs are not accounted for below.

Villas of Brandon Oaks

Water	1,900 feet of water main, hydrants, lateral leads in ROW, valves and associated road/driveway repairs.	\$585,000
Sewer	1,880 feet of sewer main and laterals in ROW.	\$524,00
Stormwater	630 feet of storm sewer. Pond will soon be maintained By Village of Sussex.	\$294,000
Road	9,111 square yards of roadway pavement and 3,780 lineal feet of curb.	\$511,995
Total Reconstruction Takeover Costs to Sussex Taxpayers		\$1.9 million

Maplewood Terrace

Water	1,050 feet of water main, hydrants, lateral leads in ROW, valves and associated road/driveway repairs.	\$263,000
Sewer	1,050 feet of sewer main and laterals in ROW.	\$230,00
Stormwater	300 feet of storm sewer. Pond will soon be maintained By Village of Sussex.	\$191,000
Road	3,900 square yards of roadway pavement and 3,780 lineal feet of curb.	\$215,000
Total Reconstruction Takeover Costs to Sussex Taxpayers		\$0.9 million

Other Issues

- Easements: the Village has an easement over the private infrastructure in these developments. An easement grants the Village the right to work on the private infrastructure, but does not require us to do so. Over the years this has been confusing for the various condo boards of the Villas of Brandon Oaks. Staff would recommend clarifying in the easement language explicitly what an easement means.
- Check valve: it has been brought to our attention that there are not check valves installed at the private water system to public water system connection. These valves are not a requirement for these types of connections and should be installed in both developments. They cost \$35,000/valve.
- The largest risk to working in the private subdivisions is that they are not built to the same standard as a public subdivision. What this means is that homes are very close to the infrastructure, whether it is utility pipes, valves, etcetera. In public subdivisions we require more space between structures and these facilities to give us ample room to

complete repairs without damaging homes. The risk is very high that foundations, house walls and driveways will be damaged when work is completed on the infrastructure. The Committee should be aware of this and should discuss who would be responsible for paying for repairs to same.

Options/Policy Decision

1. Do nothing
2. Take an advisory role – help the private developments find and hire a contractor to perform their maintenance or provide the developments with checklists outlining what work should be done. The cost of this will vary depending on the maintenance required in a year, but for maintenance is probably about 10 hours of management time. For reconstruction work it would be significant and could be estimated at \$30,000 of engineer time.
3. Perform preventative maintenance (estimated costs outlined above).
 - a. Village charges the developments for these services.
 - b. Village does not charge the developments for these services.
4. The Village takes over all infrastructure (estimated costs outlined above).
 - a. Repairs to damage of private property due to proximity of houses and driveways to infrastructure – who is responsible?