



N64W23760 Main Street  
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**AGENDA  
PUBLIC WORKS COMMITTEE  
VILLAGE OF SUSSEX  
6:00 P.M. TUESDAY, AUGUST 4, 2020  
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 minutes of the July 14, 2020 Public Works meeting.
3. Consideration and possible action on bills for payment.
4. Consideration and possible action on Utility Items:
5. Consideration and possible action on Sidewalk and Street Items:
  - A. 2021 Road Program Engineering Design Proposals
6. Consideration and possible action on Other Public Works Items:
  - A. Intern Report
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

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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  
July 14, 2020**

**1. Roll Call**

The meeting was called to order by Chairman Adkins at 6:02 p.m.

Members present: Trustee Scott Adkins, Trustee Lee Uecker, Trustee Michael Bartzen, and Keith Markano.

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, Assistant Director of Public Works Dennis Wolf, 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 Bartzen to approve the June 2, 2020 meeting minutes as presented.

Motion carried 4-0.

**3. Consideration and possible action on bills for payment:**

A motion by Uecker, seconded by Markano to recommend to the Village Board approval of bills for payment in the amended amount of \$2,241,052.87.

Motion carried 4-0.

**4. Consideration and possible action on Utility Items:**

**A. Filter Control Panel Replacement**

Dennis Wolf, Assistant Director of Public Works, presented the request. Mr. Markano asked if we would be mixing old components with new components. Mr. Wolf responded that the entire panel would be replaced. Mr. Bartzen asked if staff would be able to operate the panel remotely if there was an alarm or issue. Mr. Wolf responded that this will be possible. Mr. Adkins asked if we can anticipate getting the same lifespan out of this replacement to which Mr. Wolf responded that he isn't sure, but it seems unlikely given that this is a touch screen panel.

A motion by Bartzen, seconded by Uecker to recommend to the Village Board awarding the contract for the filter control panel replacement to Enhanced Automation with a total budget of \$82,830.

Motion carried 4-0.

**B. Jeanine Metering Station Billing Settlement Agreement**

Mr. Uecker asked if they are requesting a credit and staff clarified that they would like a check. Mr. Adkins asked who is responsible to pay for the repairs at the lift station and staff responded that this is the responsibility of the sanitary district, not the Village.

A motion by Adkins, seconded by Markano to recommend to the Village Board payment of the amount owed after the July credit is issued.

Motion carried 4-0.

**5. Consideration and possible action on Sidewalk and Street Items:**

None

**6. Consideration and possible action on Other Public Works Items:**

**A. Payment Request for Beaver Control Activities**

Mr. Smith stated that this request for the property owner has been denied in the past.

A motion by Adkins, seconded by Markano to recommend to the Village Board denial of the property owners request for payment for a portion of beaver control activities from the property owned by the Village of Sussex west of STH 164 and south of Prospect Court.

Motion carried 4-0.

**7. 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.

**B. Estoppel Certificate with Kwik Trip**

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of the estoppel certificate with Kwik Trip for the sidewalk easement. Motion carried 4-0.

**8. Other discussion for future agenda topics**

Mr. Uecker asked about the weed issue along Good Hope Road. Ms. Neu responded that the area was touched up and re-seeded in May, but the contractor will have to do some additional work.

Mr. Bartzen asked what construction activity was taking place near Woodside School. Mr. Smith said he wasn't sure and that staff will look into it.

Mr. Adkins asked about the replacement or repair of Village entrance signs. Mr. Smith responded that the sign on Good Hope is going to be removed and that replacement can be discussed in the future.

**9. Adjournment**

A motion by Adkins, seconded by Uecker to adjourn the meeting at 6:44 p.m. Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator

DRAFT

VILLAGE OF SUSSEX  
PUBLIC WORKS COMMITTEE  
BILLS FOR PAYMENT

8/4/2020

VENDOR	AMOUNT		%COMPLETED	NOTES
R. A. SMITH	\$ 77,855.72	MAPLE AVE RECON - PROF. SERV. 6/1-30/2020	39.20%	
R. A. SMITH	\$ 446.00	CLOVER DRIVE BRIDGE REPL. - PROF. SERV. 6/1-30/2020	100.00%	
R. A. SMITH	\$ 23,206.80	WOODLAND TRAILS S/D PHASE 1 - PROF. SERV. 6/1-30/2020	ONGOING	BILL TO DEVELOPER - NEUMANN
RUEKERT & MIELKE, INC.	\$ 7,104.19	SUSSEX COMMERCE/THE HIGHLANDS - PROF. SERV. 5/9-7/3/2020	ONGOING	BILL TO DEVELOPER - WANGARD
STARK PAVEMENT CORP.	\$ 1,181,744.32	MAPLE AVE RECON #2 - PROF. SERV. THRU 6/30/2020	48.40%	
SUPER WESTERN, INC.	\$ 1,373,937.99	MAPLE AVE RECON - PROF. SERV. THRU 7/16/2020	60.90%	
THE SIGMA GROUP, INC.	\$ 170.00	SUSSEX PRESERVE PHASE 2 - PROF. SERV. THRU 6/30/2020	ONGOING	BILL TO DEVELOPER - SAWALL DEVELOPMENT
GILES	\$ 2,909.00	MAPLE AVE #1 & #2 - GEOTECHNICAL	16.50%	
TOTAL	\$ 2,667,374.02			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: July 31, 2020  
Re: **2021 Road Program – Design Services and Televising Services Proposals**

Design Service Proposals for the 2021 Road Program were received and opened on July 21, 2020. Seven (7) proposals were received and are summarized below. A committee of Village Staff consisting of Judith Neu, Dennis Wolf, and Secret Strobl reviewed and ranked the proposals. Cost proposals were then opened and final points tallied. As a result, Village Staff recommends that the Village enter into contract with **Baxter & Woodman** to complete the design services for this project.

<i>Consultant</i>	<i>Rating Points Average</i> (up to 55 points)	<i>Cost Points</i> (up to 45)	<i>Total Points</i>	<i>Final Ranking</i> (1-9)	<i>Proposal Cost</i>
<b>Baxter &amp; Woodman</b>	<b>32</b>	<b>45</b>	<b>77.0</b>	<b>1</b>	<b>\$43,765.00</b>
<b>raSmith</b>	<b>32.7</b>	<b>40</b>	<b>72.7</b>	<b>2</b>	<b>\$49,993.00</b>
<b>Ayres Associates</b>	<b>32.7</b>	<b>35</b>	<b>67.7</b>	<b>3</b>	<b>\$58,162.00</b>
<b>Kapur &amp; Associates</b>	<b>34.7</b>	<b>30</b>	<b>64.7</b>	<b>4</b>	<b>\$58,381.00</b>
<b>Cedar Corporation</b>	<b>35.3</b>	<b>25</b>	<b>60.3</b>	<b>5</b>	<b>\$67,780.00</b>
<b>Graef</b>	<b>36.3</b>	<b>20</b>	<b>56.3</b>	<b>6</b>	<b>\$72,703.00</b>
<b>Vierbicher</b>	<b>29</b>	<b>15</b>	<b>44.0</b>	<b>7</b>	<b>\$74,410.00</b>

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. Therefore, staff recommends that the Village enter into contract with **Baxter & Woodman** to complete the design services for this project in the amount of **\$43,765.00**.

The design consultant will use the research completed by Village Staff on storm, sanitary, and water structures, pavement and curb & gutter, as the basis for the construction contract preparation. They will complete minor survey and design and prepare the plans, specifications, and contract documents for the project; prepare cost estimates; obtain all necessary permits; ensure compliance with LRIP requirements; coordinate with utilities; prepare and distribute bid documents and advertisement; prepare addenda if necessary; review bids, create bid tabulations, check contractor references, and recommend award; and attend the preconstruction conference. The project will be ready to bid by December 29, 2020.

Televising Services Proposal for the 2021 Road Program was received and opened on July 15, 2020. One (1) proposal was received from **Visu-Sewer** for the total amount of **\$25,652.00**. The Village has contracted with Visu-Sewer on previous projects. As a result, Village Staff recommends that the Village enter into contract with Visu-Sewer to complete the cleaning and televising services for this project.

Therefore, the combined contract amounts for the design services and the televising services is **\$69,417.00**. Staff requests that a 10% contingency be included in the total amount allocated for the design services and the televising services for the 2021 Road Program project. Staff recommends a total allocation of **\$76,358.70** for the design and televising services for the 2021 Road Program project.



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: July 30, 2020

**Re: Engineering Monthly Report – July 2020**

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Maple Avenue:

- The Main Street light poles have been installed. The contractor will address the lawn growth issues by reseeding the area the week of August 3rd.
- Sidewalks and driveways are complete in the south section. We Energies has started the street light installation south of Main Street. Lawn restoration is underway (and starting to grow). Sign installation will take place next week, and pavement markings are scheduled for Friday July 31st. We expect to open the south section in early August.
- Grading, storm, sanitary and water work is done in the center section. Paving of the southbound lane will take place July 31<sup>st</sup>. Northbound lanes will follow about a week or so later. Curb will be installed separately and the sections near the railroad tracks will be hand poured soon thereafter.
- DNR has agreed with our proposal to resolve their concern about the downstream end of the culvert being slightly above the stream bed. Additional rip rap will be installed at the upstream and downstream ends of the culvert to mitigate the issue.
- The traffic pattern between Main Street and the Railroad Tracks remains one way southbound. There will be no access to either Poplar or Champeny during paving operations.
- Grading, storm and sanitary sewer installation and water main work is done in the north section. The southbound lane was paved this week. The northbound lane will be paved after the northbound lanes in the center section have been completed.
- The traffic pattern along Maple from Plainview to Good Hope will be One-Way Southbound only until paving operations are complete. There is no east/west traffic allowed across Maple from Hidden Oaks Drive or from Craven Drive. The only East West crossing is at Overland Drive. These closures will continue through about mid to late August.
- All sections of the project are either on or just ahead of their original schedules.

Miscellaneous

- Leaf Collection: Staff is working on process improvements to address situations noted during the first year of Tink bucket use. The leaf vacs will continue to be the equipment of choice for leaf collection as it does leave the streets cleaner. To prevent road scratches, plastic scrapers are being installed on the Tink bucket so we have plastic meeting the road instead of metal. Staff also looked into the option of renting a Pelican mechanical sweeper to clean streets after Tink bucket collection. The Village's sweeper is a vacuum sweeper that has a small brush to sweep next to the curb, but no brushes underneath. It does a good job of picking up small dry particles which is great for water quality control, but it is less efficient on wet, slimy leaf pile leftovers. The cost to rent a mechanical sweeper was cost prohibitive at over \$14,000 / month.
- Staff continues to work with Mr. & Mrs. Brummond on Homestead. We are reviewing their requested adjustments to our proposed plan. As soon as we have an agreement we will bring that to the Committee.

Developments:

- Woodland Trails: Grading, utility and pond construction continues on the west side of the development. Curb has been installed on the east side and paving is scheduled to start this week.
- Highlands / Basting Farm: Construction along CTH K and STH 164 is nearly complete. The developer has constructed portions of the interior roads from both CTH K and STH 164. They now plan to build the interior roads as originally planned.
- Sussex Preserve: The developer has finished punch list repairs and intends to complete most of the top lift of asphalt in phase 1 in the coming weeks.
- Orchard Drive T-Turn Around: The area is graveled and paving will take place soon.