



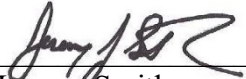
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**AGENDA  
PUBLIC WORKS COMMITTEE  
VILLAGE OF SUSSEX  
6:00 P.M. TUESDAY, APRIL 6, 2021  
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2<sup>nd</sup> FLOOR  
N64W23760 MAIN STREET**

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 March 2, 2021 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. DNR Stormwater Discharge Permit Annual Report
  - B. Silver Spring Lateral Extension
  - C. Maple Avenue and Good Hope Road Special Assessment Update
6. Consideration and possible action on Sidewalk and Street Items:
  - A. Resolution 21-06 Closing Roads for the Memorial Day Parade
7. Consideration and possible action on Other Public Works Items:
  - A. Bid on Fence at Village Park
8. Staff report, update and issues, 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 or those with COVID-19 impacts during the COVID-19 Public Health Emergency 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 2, 2021**

**1. Roll Call:**

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

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

Also present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Engineer/Public Works Director Judith Neu, President Anthony LeDonne, Administrative Services Direction Sam Liebert, 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 February 2, 2021 meeting minutes as presented.

Motion carried 4-0.

**3. Comments from Citizens:**

There was no one present who wished to be heard.

**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 \$53,416.48.

Motion carried 4-0.

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

**A. West Loop Connection**

Trustee Adkins asked if this project was included in the budget and if it should be bid out by the Village. Mr. Smith responded that it wasn't included in the budget because the funding source is reserved capacity assessments, which is dedicated funding for projects such as this. The project was bid out by the developer so the Village doesn't have it solicit bids again. Trustee Bartzen asked if the entire project would be paid this year to which Mr. Smith responded that it would be.

A motion by Bartzen, seconded by Adkins to recommend to the Village Board approval of payment for the West Loop Connection water main extension per the Developer's Agreement for Woodland Preserve and Woodland Trails Development in the amount of \$297,200 plus inspection costs.

Motion carried 4-0.

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

**A. Resolution 21-05 Closing Roads for Various Special Events**

A motion by Bartzen, seconded by Uecker to recommend to the Village Board approval of Resolution 21-05 to close roads for various special events.

Motion carried 4-0.

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

A motion by Uecker, seconded by Markano to recommend to the Village Board approval of the request by the Lion's Club to utilize Village equipment for Lions Daze and the application permit to close Main Street for the Lions Daze parade on July 11, 2021.

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 Adkins, seconded by Bartzen to adjourn the meeting at 6:23 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson  
Assistant Village Administrator

DRAFT

VILLAGE OF SUSSEX  
PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

4/6/2021

VENDOR	AMOUNT		%COMPLETED	NOTES
R A SMITH	\$ 976.00	MAIN STREET RECON - PHASE 2 - PROF. SERV. 2/1-28/2021	100.00%	
R A SMITH	\$ 1,571.50	MAIN STREET RECON - PHASE 1 - PROF. SERV. 2/1-28/2021	100.00%	
R A SMITH	\$ 585.00	WOODLAND TRAILS S/D PHASE 1 - PROF. SERV. 2/1-28/2021	ONGOING	BILL TO DEVELOPER: NEUMANN
RUEKERT & MIELKE, INC.	\$ 1,233.75	GIS GENL MAINT. & MAIN ST RECON - PROF. SERV. 1/30-2/26/2021	100.00%	
RUEKERT & MIELKE, INC.	\$ 201.00	SUSSEX COMMERCE/THE HIGHLANDS - PROF. SERV. 1/30-2/26/2021	ONGOING	BILL TO DEVELOPER: WANGARD
THE SIGMA GROUP	\$ 5,814.40	SUSSEX PRESERVE 3 - PROF. SERV. THRU 2/28/2021	ONGOING	BILL TO DEVELOPER: SAWALL DEV.
TOTAL	\$ 10,381.65			



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: March 16, 2021  
**Re: DNR Stormwater Discharge Permit Annual Report**

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The Village's Annual Report to the DNR for our Municipal Storm Water Discharge Permit has been completed and is attached for your review. Here are some of the highlights.

- Public Education and Outreach goals are met primarily through the Waukesha County Storm Water Education program. Information is also provided in the Courier, on the Village Website, and through fliers available at the Civic Center.
- Public Involvement and Participation goals are part of the Village's political culture. Residents and business owners are encouraged to be part of the planning of public projects and are kept informed about public and private projects via meetings and the website.
- Illicit Discharge Detection and Elimination testing is done annually by Village Staff by field screening and testing of dry weather discharges at 6 priority storm outfalls and 6-7 Major Outfalls so that each is visited every 5 years.
- Construction Site Pollutant Control is handled through the Village's Stormwater Management Code and the Erosion Control Permitting process. A couple of minor erosion control issues were found in 2020. They were quickly corrected. Inspections are done by Building Inspectors on building sites and Engineering Division or consultants in subdivisions or on road projects.
- Post-Construction Storm Water Management is handled through the Village's Stormwater Management Code and Stormwater Management Plans. Developers are required to provide stormwater quality and quantity controls, and infiltration. Long term maintenance requirements are included in Developers Agreements or Stormwater Maintenance Agreements. An annual inspection program for Village owned ponds has been implemented. A prioritized list of projects and maintenance has been developed as part of the Capital Improvement Plan.
- Pollution Prevention tasks constitute a major portion of Public Works staff time each year. They consist of catch basin cleaning, street sweeping, leaf and brush collection, outfall cleaning, roadside ditch cleaning and maintenance, and storm water facilities maintenance. Pre-wetting of salt during snow operations continues to allow us to minimize salt use, and brine application allows us to avoid salting operations on several occasions each year. Staff collected 60 tons of material from street sweeping/cleaning and 4 tons of material from catch basin sump cleaning during 2021.
- The Village has surpassed the required 20% reduction in Total Suspended Solids with a 26.19% reduction. Further reductions are possible by continuing to implement the recommendations and projects in the 2011 Stormwater Management Master plan.
- Spring Creek and portions of Sussex Creek are on the federal list of impaired water bodies due to Total Phosphorous and dissolved oxygen. These high levels can be caused naturally; however, steps have been taken at the WWTP and State-wide to reduce Phosphorous levels.
- Staff continues to make program improvements on staff training and awareness, pond inspection frequencies, outfall cleaning, annual reports on private storm facilities, and to street sweeping and catch basin cleaning operations.



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: March 31, 2021  
**Re: Silver Spring Lateral Extensions**

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The Silver Spring Condominiums include 4 duplexes constructed in the mid-1980's across from the gas station on Silver Spring Drive. For reasons we have been unable to determine, when the buildings were constructed, a parallel sanitary sewer main was constructed outside of the Silver Spring Right of Way to serve 3 of these 4 duplexes. The Village had this PVC pipe videotaped and it is in relatively good condition. However, the manhole frame and cover at the upstream end need to be replaced and more securely connected to the structure (it is currently offset) and there are some minor cracks in the pipe that will need to be repaired or replaced in the future. The situation with these duplexes came to light when one of the owners requested that we repair the manhole in their driveway. We have been unable to determine if the line is public or private. The fact that it is outside of the right of way, that we have not found an easement for the system, and the pipe contains a bend that would not be allowed by DNR in a public main, leads us to believe that it is most likely a private system; however, this type of system was likely not permissible at the time and should not have been approved by the Village because the condominiums are on 4 separate lots. The Village should have required the builder to construct individual laterals to the main in Silver Spring Drive.

### Policy Question:

How would you like us to proceed to address this issue? The options are as follows:

1. Do nothing. Let the private system remain in place and recommend to the owners that they have the manhole repaired. Document that the system is private and possibly put the owners on notice that if there are problems with the system in the future that they will not be allowed to continue its use and will instead need to connect to the main in Silver Spring Drive.
2. Repair the Manhole for the owners, but let the private system remain in place. Document that the system is private and this is a one-time repair by the Village. This work is estimated to cost about \$1,000 - \$1,500. This would set a precedent for future repairs.
3. Take ownership of and maintenance responsibility for the system and obtain a permanent easement to ensure that any work can be done in the future. We would repair the manhole under this option as well.
4. Extend sanitary laterals to the public main and abandon the existing system. Three (3) of the 4 condominium buildings are connected to this system and would need to have laterals extended to the public main that is located in the parking lane on Silver Spring Drive. We would need to excavate three holes, which will be approximately 10 feet by 15 feet, in the newly repaved section of Silver Spring Drive to accomplish this task. This work is estimated to cost about \$33,000, or \$11,000 per lateral.

### Staff Recommendation:

Staff recommends that the laterals be extended to the public main at this time at Village expense. The reason for that recommendation is that a private sanitary sewer system serving more than one lot is not allowed. The Village must have incorrectly allowed the system to be installed when the condominiums were constructed and thus should take responsibility for correcting that error. Correcting the issue at this time would be cost effective because a contractor will already be working in the area and the properties will already be disturbed for sidewalk installation as part of the 2021 Road Program. Depreciation and Replacement Funds in the Sewer Utility could be used to fund this project.





Village of Sussex  
Silver Spring Condominiums - Sanitary Main



Village of Sussex  
N64 W23760 Main Street  
Sussex, WI 53089  
262-246-5200

DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Sussex does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 50'

Print Date: 3/31/2021



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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer / Public Works Director  
Date: March 17, 2021  
**Re: Special Assessment Update**

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### Introduction:

The purpose of this discussion is to give you an update on the Special Assessment Reports for the Good Hope Road and Maple Avenue projects and to show you the final reports for the Maple Avenue projects.

### Good Hope Road Special Assessment:

The Preliminary Resolution and Preliminary Report were presented to the Committee and approved by the Board in June 2018. The final report was discussed at the Committee's meeting in December of 2019. Staff has attempted to meet with all Good Hope Road residents impacted by the Special Assessment. Three of these households were not responsive to multiple invitations to meet. The public hearing on the assessment will be held by the Village Board and is tentatively scheduled for Fall 2021.

### Maple Avenue Special Assessments:

In December of 2019, the Committee and Board approved the two preliminary special assessment reports and two Preliminary Resolutions of Intent to Assess for sewer and water extensions associated with South & Central sections and the North section of the Maple Avenue Reconstruction projects. The assessment reports, at that time, used the designers November 2019 cost estimate to determine the charges for each property. As promised, we have updated the report with the final bid prices and quantities as well as adjusted the interest rate for unpaid assessments to the average interest rate for the actual borrowing for the Maple Avenue Projects. In general, the costs for those being assessed for sanitary sewer decreased slightly, and the cost for those being assessed for water increased slightly.

One property originally in the Maple Avenue South & Central report was dropped from the assessment because during construction we discovered that a water main had already been extended to the property.

For the Maple Avenue North assessment, one property was added to the report. A sanitary lateral was added at the property owner's request at W240 N7549 Maple Avenue. The owner signed a Waiver and Consent to Imposition of Special Assessments document. This is the only property in the north section that is currently in the Village.

The reports are being presented at this time for your review and comment in case you have any concerns that should be addressed before the public hearing and final resolution are presented to the Village Board which is tentatively scheduled for August 2021. Village staff will meet with



the impacted property owners in the summer to discuss the special assessment and answer any questions they may have.

**Past Policy Direction:**

As a reminder, in January 2020, the Board passed Resolution 20-06, Village of Sussex Policy on Timing of Connection. That resolution included the language specific to both the Good Hope Road and Maple Avenue projects regarding timing of payment of the assessments as well as timing of connection to the new sewer and water facilities. In general, residents who are in the Village and have a well and septic system that are in good working order will have 10 years to hook up and 10 years to pay for the sewer and water without interest. At the 10 year mark, residents will need to hook up to Village services, abandon their well and septic system, and either pay their special assessment in full or sign up for a payment plan to pay the assessment, the previous 10 year of interest, and additional interest moving forward until the assessment is paid in full.

In order to continue using their well and septic system through this 10 year period, Village residents will need to provide proof to the Village every 2 years that their well is safe and / or the septic system is working appropriately. If the well or septic system are not safe or working appropriately, then Section 13.05 of the Village's Municipal Code of Ordinances applies which states that residents must connect directly to the Public Sewer within 12 months after the Public Sewer first becomes operational, or if an immediate health hazard exists, they must connect within 30 days.

**Special Assessment Report - North**  
**Maple Avenue - Sanitary Sewer and Water Main Extensions**

11/25/2019 revised: 11/26/19 Revised 3-11-2021, 03/17/2021, 3/26/21 (interest add on date)

**Maple Avenue Reconstruction Estimated Costs (11-13-19 cost estimate) (Bid Prices and Construction Adjustments)**

**Sanitary Main - North**

Item	Plan Quantity*	Units	Unit Price	Total
8" PVC Sanitary Main	631	LF	\$ 205.00	\$ 129,355.00
48" Sanitary Manhole	69.29	VF	\$ 735.00	\$ 50,928.15
6" Sanitary Lateral	130	LF	\$ 157.00	\$ 20,410.00
Subtotal				\$ 200,693.15

**Sanitary Sewer Main Cost per Foot**

Sanitary Cost	\$ 200,693.15
Frontage on Sanitary (Plan Qty *2)	1262 LF
Assessment per front foot	\$159.0278526

**Water Main**

Item	Plan Quantity*	Units	Unit Price	Total	Adjust Water Main and Water Valve Costs to 8" Equivalent - See analysis below		
					Avg % Difference (See below)	Adjusted Unit Price	Adjusted Total
12" PVC Water Main	53	LF	\$ 110.00	\$ 5,830.00			
Cut In Connection	1	Each	\$ 1,200.00	\$ 1,200.00			
Hydrant (new)	1	Each	\$ 5,000.00	\$ 5,000.00			
Subtotal				\$ 12,030.00			\$ -

\*Within New Sewer and Water Extension area

**Water Main Cost per Foot**

Water Cost	\$ 12,030.00
Frontage on Water (Plan Qty)	53 LF
Assessment per front foot	\$226.981132

**Comparison of 12" PVC vs. 8" PVC Water Main and 12" Water Valve vs. 8" Water Valve - LEFT IN JUST IN CASE IT'S NEEDED LATER - Not used in calcs**

**From Main Street Reconstruction Phase 1 bids 2016**

	12" PVC WM	8" PVC WM	Cost Difference	% Difference	12" Water Valve	8" Water Valve	Cost Difference	% Difference
Vinton	\$ 160.00	\$ 106.00	\$ 54.00	66.25%	\$ 2,893.00	\$ 1,858.00	\$ 1,035.00	64%
Zignego	\$ 115.00	\$ 71.00	\$ 44.00	61.74%	\$ 2,630.00	\$ 1,270.00	\$ 1,360.00	48%
Musson	\$ 155.00	\$ 120.00	\$ 35.00	77.42%	\$ 3,800.00	\$ 3,500.00	\$ 300.00	92%

**From Sussex Preserve - Phase 1 bids 2015**

	12" PVC WM	8" PVC WM	Cost Difference	% Difference	12" Water Valve	8" Water Valve	Cost Difference	% Difference
Globe	\$ 118.00	\$ 58.00	\$ 60.00	49.15%	\$ 2,000.00	\$ 1,900.00	\$ 100.00	95%
DF Tomasini	\$ 79.00	\$ 64.00	\$ 15.00	81.01%	\$ 1,900.00	\$ 1,700.00	\$ 200.00	89%
Super Excavators**	\$ 180.00	\$ 62.00	\$ 118.00	34.44%	\$ 1,950.00	\$ 1,900.00	\$ 50.00	97%
Advance Construction	\$ 75.00	\$ 67.00	\$ 8.00	89.33%	\$ 1,520.00	\$ 1,490.00	\$ 30.00	98%
MJ Construction	\$ 88.00	\$ 80.00	\$ 8.00	90.91%	\$ 2,000.00	\$ 1,800.00	\$ 200.00	90%

<b>Average (Main St &amp; Sussex Preserve)</b>	<b>\$ 112.86</b>	<b>\$ 80.86</b>	<b>\$ 32.00</b>	<b>73.69%</b>	<b>\$ 2,336.63</b>	<b>\$ 1,927.25</b>	<b>\$ 409.38</b>	<b>84.32%</b>
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\*\* Super Excavators 12" Water Main Cost removed from calculations because the costs for 12" main is dramatically higher than the rest at Sussex Preserve and the differential between 12" and 8" main costs are dramatically different.

\*Note: Good Hope was 4.1% of construction cost, so used 4.1% to estimate Inspection costs

Design Costs	
GRAEF Design	\$ 302,602.45
Terracon - Soil Borings	\$ 14,550.00
Storm Videos	\$ 3,900.00
Total	\$ 321,052.45

Total Inspection Costs		Total Construction Costs	
TBD*	\$ 433,801.57	TBD	\$ 10,580,526.00

Water Design and Inspection Costs	
Assessable Water System Costs	\$ 12,030.00
% of total Const Costs	0.11%
Water's share of Design	\$ 365.03
Water's share of Inspection	\$ 493.23
Subtotal	\$ 858.26
Cost per Foot of Water Main (subtotal / 155 LF)	\$ 16.19367686

Sewer Design and Inspection Costs	
Assessable Sewer System Costs	\$ 200,693.15
% of total Const Cost	1.90%
Sewer's share of Design	\$ 6,089.78
Sewer's share of Inspection	\$ 8,228.42
Subtotal	\$ 14,318.19
Cost per Front Foot (subtotal / 2926 LF)	\$ 11.34563756

**Maple Avenue - Sanitary Sewer and Water Main Extensions  
Special Assessment Report North Segment for  
Sanitary Sewer and Water Main**

**11/25/2019** revised: 11/26/19, 03/11/2021, 03/17/2021, 3/26/21 (interest add on date)

**Prepared by: Judith A. Neu, Village Engineer / Public Works Director**

Tax Key Number	Property Owner	Property Address	Section	Road Frontage (LF)	Water Main Frontage (LF)	Water Main Costs	Water Main Design and Inspection Costs	Sanitary Sewer Frontage (LF)	Sanitary Sewer Costs	Sanitary Sewer Design and Inspection Costs	Total Assessment if paid in full by 10-1-2031	Interest Add-On if unpaid by 10-1-2031 (used 2.11%)	Total Assessment if unpaid by 10-1-2031 ***
SUXV 02049990099	Kevin & Amy Seay	W240 N7549 Maple Ave	North	69				69	\$ 10,972.92	\$ 782.85	\$ 11,755.77	\$ 2,729.74	\$ 14,485.51
LSBT 0204998004	Cudnowski Development, LLC	W240 N7375 Maple Ave	North	475	0	\$ -	\$ -	68	\$ 10,813.89	\$ 771.50	\$ 11,585.40	\$ 2,690.18	\$ 14,275.58
LSBT 0199995	Ryan Weister	W239 N7562 Maple Ave	North	100	0	\$ -	\$ -	100	\$ 15,902.79	\$ 1,134.56	\$ 17,037.35	\$ 3,956.15	\$ 20,993.50
LSBT 0199996	Linda Johnson	W239 N7574 Maple Ave	North	100	0	\$ -	\$ -	100	\$ 15,902.79	\$ 1,134.56	\$ 17,037.35	\$ 3,956.15	\$ 20,993.50
LSBT 0199997	Thomas & Stephanie Novacek	W239 N7596 Maple Ave	North	100	0	\$ -	\$ -	80.98	\$ 12,878.08	\$ 918.77	\$ 13,796.85	\$ 3,203.69	\$ 17,000.53
LSBT 0204999003	John & Kathleen Schulte	W240 N7571 Maple Ave	North	130	0	\$ -	\$ -	130	\$ 20,673.62	\$ 1,474.93	\$ 22,148.55	\$ 5,142.99	\$ 27,291.55
LSBT 0204999002	Philip J. Reeves	W240 N7595 Maple Ave	North	125	0	\$ -	\$ -	106.83	\$ 16,988.95	\$ 1,212.05	\$ 18,201.00	\$ 4,226.35	\$ 22,427.35
LSBT 0198998	William & Judy Kumprey	Vacant	North	660.53	53	\$ 12,030.00	\$ 858.26		\$ -	\$ -	\$ 12,888.26	\$ 2,992.71	\$ 15,880.98
<b>Assessment Totals</b>					<b>53</b>	<b>\$ 12,030.00</b>	<b>\$ 858.26</b>	<b>585.81</b>	<b>\$ 93,160.11</b>	<b>\$ 6,646.39</b>	<b>\$ 112,694.76</b>	<b>\$ 26,168.22</b>	<b>\$ 138,862.98</b>
Plan Totals (main frontage)					53	\$ 12,030.00	\$ 858.26	1262	\$ 200,693.15	\$ 14,318.19	\$ 227,899.61		
Costs covered by Utilities					0	\$ -	\$ -	676.19	\$ 107,533.04	\$ 7,671.81	\$ 115,204.85		
								LF of Main frontage					

\*\*\* Note: 'Per Nancy Whalen, Finance Administrator, 2020A General Obligation Street Timprovement bonds were used for Maple Avenue Sewer and Water construction work. The interest rate goes from 2 to 3% with an average of 2.11%. Used 2.11% for Interest Add On column calculation.

**Special Assessment Report - South and Central  
Maple Avenue - Sanitary Sewer and Water Main Extensions**

11/25/2019 Revised: 11/26/19 Revised: 3/11/2021, 03/17/2021, 03/26/2021 (interest add on date)

**Maple Avenue Reconstruction Estimated Costs (11-13-19 cost estimate) (Bid Prices and Construction Adjustments)**

**Sanitary Main South**

Item	Plan Quantity*	Units	Unit Price	Total
8" PVC Sanitary Main	637	LF	\$ 206.00	\$ 131,222.00
48" Sanitary Manhole	31.14	VF	\$ 508.00	\$ 15,819.12
Subtotal				\$ 147,041.12

**Sanitary Sewer Main Cost per Foot**

Sanitary Cost		\$ 147,041.12	
Frontage on Sanitary (Plan Qty *2)		1274	LF
Assessment per front foot		\$115.4168917	
Assessable Frontage along Main	299.3		
Assessable Sanitary Sewer Cost		\$34,544.28	
Non - Assessable Frontage along Main	974.7		
Non-Assessable Sanitary Sewer Cost		\$112,496.84	

Tax Key Number	Property Owner	Property Address	Sanitary Sewer Frontage (LF)
SUXV0282993001	Kennith G. Samp	W239 N5540 Maple Ave	120
SUXV0282992	Aaron J. Wojciga	W239 N5560 Maple Ave	165.3
SUXV 0282980	Jacob D. Paral	W239 N5584 Maple Ave	14
Total			299.3

**Water Main**

Item	Plan Quantity*	Units	Unit Price	Total
8" PVC Water Main	45	LF	\$ 171.00	\$ 7,695.00
Live Tap (with Valve) **	0	Each	\$ 7,169.00	\$ -
Hydrant (new)	0	Each	\$ 5,000.00	\$ -
Subtotal				\$ 7,695.00

**Adjust Water Main and Water Valve Costs to 8" Equivalent - See analysis below**

Avg % Difference (See below)	Adjusted Unit Price	Adjusted Total
		\$ -

\*Within New Sewer and Water Extension area

\*\* Decision made 3-11-2021 to not charge for live tap because means and methods of connection was Village choice to avoid water system shut down.

**Water Main Cost per Foot**

Water Cost		\$ 7,695.00	
Frontage on Water (Plan Qty)		45	LF
Assessment per front foot		\$171.00	

Design Costs	
GRAEF Design	\$ 302,602.45
Terracon - Soil Borings	\$ 14,550.00
Storm Videos	\$ 3,900.00
Total	\$ 321,052.45

Total Inspection Costs		Total Construction Costs	
TBD*	\$ 433,801.57	TBD	\$ 10,580,526.00

\*Note: Good Hope was 4.1% of construction cost, so used 4.1% to estimate Inspection costs

Water Design and Inspection Costs	
Assessable Water System Costs	\$ 7,695.00
% of total Const Costs	0.07%
Water's share of Design	\$ 233.49
Water's share of Inspection	\$ 315.50
Subtotal	\$ 548.99
Cost per Foot of Water Main (subtotal / 155 LF)	\$ 12.19977501

Sewer Design and Inspection Costs	
Assessable Sewer System Costs	\$ 147,041.12
% of total Const Cost	1.39%
Sewer's share of Design	\$ 4,461.77
Sewer's share of Inspection	\$ 6,028.69
Subtotal	\$ 10,490.46
Cost per Front Foot (subtotal / 2926 LF)	\$ 8.23426966

**Maple Avenue - Sanitary Sewer and Water Main Extensions  
Special Assessment Report - South and Central for  
Sanitary Sewer and Water Main**

**11/25/2019** Revised: 11/26/19, 03/11/2021, 03/17/2021, 03/26/2021 (interest add on date)

**Prepared by: Judith A. Neu, Village Engineer / Public Works Director**

Tax Key Number	Property Owner	Property Address	Section	Road Frontage (LF)	Water Main Frontage (LF)	Water Main Costs	Water Main Design and Inspection Costs	Sanitary Sewer Costs (assessable cost divided equally)	Sanitary Sewer Design and Inspection Costs	Total Assessment if paid in full by 10-1-2031	Interest Add-On if unpaid by 10-1-2031 (used 2.11%)	Total Assessment if unpaid by 10-1-2031 ***
SUXV0282993001	Kenneth G. Samp	W239 N5540 Maple Ave	South	120		\$ -	\$ -	\$ 11,514.76	\$ 821.51	\$ 12,336.26	\$ 2,864.54	\$ 15,200.80
SUXV0282992	Aaron J. Wojciga	W239 N5560 Maple Ave	South	165.3		\$ -	\$ -	\$ 11,514.76	\$ 821.51	\$ 12,336.26	\$ 2,864.54	\$ 15,200.80
SUXV 0282980	Jacob D. Paral	W239 N5584 Maple Ave	South	180		\$ -	\$ -	\$ 11,514.76	\$ 821.51	\$ 12,336.26	\$ 2,864.54	\$ 15,200.80
SUXV 0232998	Mike's Woodland Farms, LLC	W240 N6669 Maple Ave	Central	100	21.5	\$ 3,676.50	\$ 262.30			\$ 3,938.80	\$ 914.61	\$ 4,853.40
SUXV 0232999004	Mike's Woodland Farms, LLC	W240 N6685 Maple Ave	Central	152.13	21.5	\$ 3,676.50	\$ 262.30			\$ 3,938.80	\$ 914.61	\$ 4,853.40
SUXV-0232999005	William J. Evers, LLC*	W240 N6681 Maple Ave	Central	47.4	0	\$ -	\$ -			\$ -	\$ -	\$ -
<b>Assessment Totals</b>					<b>43</b>	<b>\$ 7,353.00</b>	<b>\$ 524.59</b>	<b>\$ 34,544.28</b>	<b>\$ 2,464.52</b>	<b>\$ 44,886.38</b>	<b>\$ 10,422.82</b>	<b>\$ 55,309.20</b>
Plan Totals (main frontage)					45	\$ 7,695.00	\$ 548.99	\$ 147,041.12	\$ 10,490.46	\$ 165,775.57		
Costs covered by Utilities					2	\$ 342.00	\$ 24.40	\$ 112,496.84	\$ 8,025.94	\$ 120,889.19		
					LF of Main frontage							

\*\*\* Note: 'Per Nancy Whalen, Finance Administrator, 2020A General Obligation Street Timprovement bonds were used for Maple Avenue Sewer and Water construction work. The interest rate goes from 2 to 3% with an average of 2.11%. Used 2.11% for Interest Add On column calculation.

\* During construction it was discovered that the water main to the Evers property already existed. Therefore, the work was removed from the project and Willam J. Evers, LLC will not be charged for water main.





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## MEMORANDUM

To: Finance and Personnel Committee, Village Board  
From: Samuel E. Liebert, Administrative Services Director  
Date: March 23, 2021  
**Re: VFW Memorial Day Parade for 2021**

The VFW organization of the Village of Sussex is looking to hold their annual Memorial Day Parade on March 31<sup>st</sup>. The parade setup and staging location will take place in the Civic Center Parking lot starting at 9:00 am. The parade will begin at 10:00 am. The route will proceed out of the parking lot, past SOS, taking a left onto Main Street. Before the train tracks, the parade will turn right, behind Rumors, and end at the VFW grounds.

The road will need to be closed for 1 hour between 10:00 – 11:00 am. If the parade ends before 11:00 am, the Sheriff's Office will open the road sooner.

Both the Waukesha County Sheriff's Office (WCSO) and Fire Departments have no issues with the parade route.

Public Works will work with the WCSO on barricades for side streets along the route.

This is the 75<sup>th</sup> year of operation for the VFW in Sussex.

Staff recommends approval of the Application for Special Event and Street Closure for the VFW on May 31, 2021 from the hours of 10:00 am through 11:00 am.



# Application for Special Event Street Closure

A special event that requires the temporary closure of a Village street requires a permit. Special events include but are not limited to parades, athletic events, runs or walks. Applications are required to be filed with the Village Clerk's office at least 30 days prior to the event. The Clerk will then forward the application to the Village Board for consideration. The Board may approve the permit, approve the permit with conditions or deny the permit. Review of the application shall take into consideration the protection of health, safety, welfare of the Village. The protection of persons in the street closure area. The nature of activities to be held in the street. The extent of interference with traffic or emergency vehicle service in the area and repairs or other construction work in the street closure area.

### APPLICANT INFORMATION

Contact Name GABE KOLESARI Phone 414-315-8469  
Organization/ Business Name SUSSEX VIEW Post 6377  
Address PO BOX 402 City Sussex Zip Code 53089  
Email SAVAP-ONS@msn.com

### EVENT INFORMATION

Event Name Memorial Day Parade  
Type of Event Parade Date of Event 5-31-21  
Start Time 10 AM End Time 11 AM

Requested Streets/ Right of Way Areas to be Closed

9:00 Parade line up at Village Hall - turn left on East Side of  
Civil Center down Main St Pass Waukesha Ave before Rail Road  
tracks, turn right and go behind Rumors & enter behind the  
V.V.W

### SIGNATURE

I hereby agree to comply with all Municipal Ordinances and with the conditions of this permit and understand that if approved, I agree to assume all responsibility for the use of the Village street during the approved time, which includes the right and obligation to control all access, uses and commercial activities within the Village street right of way, but shall not exclude access to Village law enforcement or emergency services personnel and equipment.

[Signature]  
Signature of Applicant

3-11-21  
Date

Village of Sussex  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
N64W23760 Main Street, Sussex WI 53089  
Phone 262-246-5200 Fax 262-246-5222

For Office Use Only		
Date of Application: <u>3/22/21</u>	Date Sent to WCSD: _____	Village Board Approval: _____
Conditions of Approval:		
_____		
_____		
Year: _____	Date of License Issuance: _____	

STATE OF WISCONSIN

WAUKESHA COUNTY

VILLAGE OF SUSSEX

**RESOLUTION NO. 21-06  
A RESOLUTION TO CLOSE MAIN STREET FOR THE  
SUSSEX MEMORIAL DAY PARADE**

WHEREAS, Veteran of Foreign Wars Horne-Mudlitz Post 6377 sponsors the annual Sussex Memorial Day Parade; and

WHEREAS, Veterans of Foreign Wars Horn-Mudlitz Post 6377 has requested to close Main Street from the Sussex Civic Center east through Waukesha Avenue to Rumors Bar and Grill between the hours of 10:00 am and 12:00 pm on Monday, May 31, 2021; and

WHEREAS, Veterans of Foreign Wars Horn-Mudlitz Post 6377 has requested the intersections of Main Street and Silver Spring Drive and Main Street and Waukesha Avenue be closed until after the parade has passed; and

WHEREAS, Veterans of Foreign Wars Horn-Mudlitz Post 6377 has notified the Waukesha County Sheriff's Department of this request; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sussex approves the Main Street road closure as requested by the Veterans of Foreign Wars Horn-Mudlitz Post 6377 for the Memorial Day Parade on Monday, May 31, 2021.

Adopted this 13th day of April, 2021 by the Sussex Village Board of Trustees

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Anthony J. LeDonne  
Village President

ATTEST: \_\_\_\_\_  
Samuel E. Liebert  
Clerk-Treasurer



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## MEMORANDUM

To: Public Works Committee  
From: Halie Dobbeck, Parks and Recreation Director  
Re: Multi-Sport Court Fencing Bids for The Grove  
Date: March 26, 2021

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Bids for fencing around the Multi-Sport Courts at The Grove at Village Park were received and opened at 10:00 a.m. on Thursday March 25, 2021.  
Four (4) bids were received and are listed below.

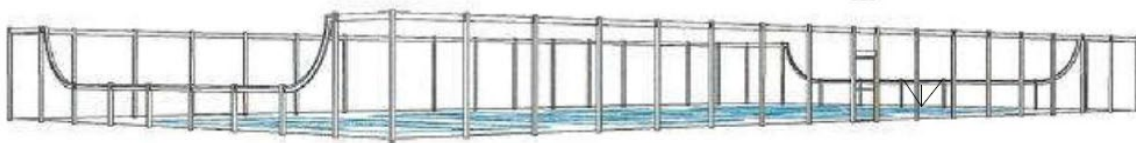
Bidder	Base Bid	Alternate Bid Item 1	Alternate Bid Item 2
Patriot Fence	\$30,341	\$10,600	\$34,890
Munson	\$48,067	\$9,887	\$45,145
Century Fence	\$38,400	\$7,500	\$0
Northway Fence	\$28,750	\$5,250	\$2,000

**Base Bid** was for Black vinyl coated chain-link fencing, gates, posts, rails (approximately 447 total linear feet, including 5' and 10' heights with swoop transitions of fencing).

\*See drawing below for example\*

**Alternate Bid Item 1** is for stripping topsoil and installing traffic bond between courts and fencing.

**Alternate Bid Item 2** was for Black vinyl coated chain-link fencing, gates, posts, rails (in lieu of the 5' and 10' heights with swoop transitions of fencing on the East and West sides, install 10' height fencing on the East and West sides).



Staff has reviewed the bids and qualifications of Northway Fence (Menomonee Falls, WI), the low bidder. Based on previous work done within the Village, we find that they are capable of performing the work described in the Contract Documents.

Staff does believe that there was an error in calculation in Patriot Fence's and Munson's Alternate Bid Item 2, however, adjustments still do not make either contractor the low bidder.

The pre-bid estimate for fencing alone was \$30,000 without contingency. The Village Board allocated \$30,000 to this project in the final budget for 2021.

Staff recommends that the Multi-Sport Court Fencing project be awarded to Northway Fence for their Base Bid and Alternate Bid Item 1 ( $\$28,750 + \$5,250 = \$34,000$ ). We further recommend a 10% contingency (\$3,400) for a total allocation not to exceed **\$37,400.00**.





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## MEMORANDUM

To: Public Works Committee  
From: Judith A. Neu, Village Engineer  
Date: March 31, 2021  
**Re: Engineering Monthly Report – April 2021**

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### Maple Avenue and Good Hope Road:

- Concrete repairs will take place this week on Maple Avenue and Good Hope Road. Most are minor and mostly out of traffic. However, we did find cracked pavement in the Clover/Maple intersection and in Good Hope Road just west of Waukesha Avenue that will impact traffic. This is punch list work and is done at the contractor's expense.
- Additional lawn restoration and other repairs will take place in the coming weeks, which is also at the contractor's expense.
- Paperwork for some additional street light removal on Maple Ave (Main Street to Champeny Road) has been processed with We Energies. We are still waiting for paperwork from Champeny to Good Hope Road and from the Bugline to Main Street.

### Miscellaneous

- As of March 31<sup>st</sup>, we have used 1,096 tons of salt. We have an allocation of 2,100 tons for the season. Last year we used a total of 1,333 tons. We are not charged for the excess salt.
- Waukesha County Public Works has announced that portions of CTH VV from Pewaukee Road to STH 164 and from just west of 164 through the 4 lane section (+/- 900 feet west of the westerly entrance to Kohl's) is part of their 2021 Paving Program. We've requested a schedule and will share the information on the website when we receive it.
- An RFP has been issued for the design of water main along CTH VV from STH 164 westerly. This project is planned for 2022 to provide a second feed for Vista Run and more reliable water service for businesses in and around the CTH VV and STH 164 intersection.
- Sprint / T-Mobile has decided to rescind their non-renewal notice for their facilities on the Salem Standpipe. We expect that they will be replacing those antennas this year.
- The Yard Waste Site will open for the season on Saturday, April 10<sup>th</sup> at 9:00 AM.

### 2021 Road Program

- Construction has started on Sussex Road south of Village Drive. E-Blasts will be sent every 2 weeks and the website schedule will be updated. The contractor may be expediting the schedule to also work on other roads while work continues on Sussex Road.
- Many of the temporary easement have been received from property owners along Silver Spring Drive where we need to do a little grading and driveway work outside of the right of way to match the new sidewalk.

### Developments:

- Woodland Trails: Plans for phase 2 are approved. Water main construction at / under the tracks is done as is the water main east of the tracks. The water main west of the tracks is scheduled to begin next week. Construction will start on site in the coming weeks.
- Sussex Preserve: Phase 3 utility work continues. The hope is to be paving in mid-June.
- Vista Run: Revised construction plans have been received and are under review. The developer would like to start construction in April but it will likely be May before construction gets underway.
- Highlands Business Park: Plans for the sewer and water extension for the future development on the north half of the Brown farm have been approved.