



N64W23760 Main Street
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**AGENDA
PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, MAY 4, 2021
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2nd 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 April 6, 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. Main Street Water Main Extension (Looping) Design Bids
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
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
April 6, 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, and members of the Public.

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

2. Consideration and possible action on minutes:

A motion by Uecker, seconded by Markano to approve the March 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 Bartzen to recommend to the Village Board approval of bills for payment in the amount of \$10,381.65.

Motion carried 4-0.

5. Consideration and possible action on Utility Items:

A. DNR Stormwater Discharge Permit Annual Report

Mrs. Neu summarized the Annual Report included in the meeting packet. No action was taken.

B. Silver Spring Lateral Extension

Trustee Adkins expressed concerns about the restoration of the driveways and landscaping. A hold harmless agreement needs to be signed by the homeowners. Trustee Uecker asked if this is similar to Brandon Oaks to which Mr. Smith responded that they are very different situations because Brandon Oaks is clearly a private system to be maintained by the homeowners association. There was consensus that the homeowners should be responsible for a portion of the expenses.

A motion by Uecker, seconded by Markano to recommend to the Village Board to extend the laterals to the public main in the amount of \$33,000 less the cost of the abandonment of the existing system which is to be paid by the homeowners.

Motion carried 4-0.

C. Maple Avenue and Good Hope Road Special Assessment Update

Mrs. Neu summarized the memo included in the meeting packet. No action was taken.

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

A. Resolution 21-06 Closing Roads for the VFW Parade

A motion by Adkins, seconded by Markano to recommend to the Village Board approval of Resolution 21-06 to close the road for the VFW parade.

Motion carried 4-0.

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

A. Bid on Fence for Village Park

A motion by Uecker, seconded by Bartzen to recommend to the Village Board acceptance of the bid from Northway Fence including Alternate Item 1 in the amount of \$34,000 plus a standard 10% contingency for a total project budget of \$37,400.

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 Markano to adjourn the meeting at 7:10 p.m.

Motion carried 4-0.

Respectfully submitted,

Kelsey McElroy-Anderson
Assistant Village Administrator

DRAFT

VILLAGE OF SUSSEX
PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

5/4/2021

VENDOR	AMOUNT		%COMPLETED	NOTES
LaLONDE CONTRACTORS, INC.	\$ 129,500.03	2021 ROAD PROGRAM	6.70%	
SIGMA GROUP, INC.	\$ 12,654.88	SUSSEX PRESERVE 3 - PROF. SERVICES THRU 3/31/2021	ONGOING	BILL TO DEVELOPER: SAWALL DEVELOPMENT
TOTAL	\$ 142,154.91			



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: April 29, 2021
Re: **CTH VV Water Main Extension – Design Services Proposals**

Design Service Proposals for the CTH VV Water Main Extension were received and opened on April 19, 2021. Eight (8) proposals were received and are summarized below. A committee of Village Staff consisting of Judith Neu, Dennis Wolf, and Jon Baumann 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 **The Sigma Group** to complete the design services for this project.

<i>Consultant</i>	<i>Rating Points Average</i> (up to 30 points)	<i>Cost Points</i> (up to 70)	<i>Total Points</i>	<i>Final Ranking</i> (1-8)	<i>Proposal Cost</i>
The Sigma Group	21.3	70	91.3	1	\$33,270.00
raSmith	23	62	85	2	\$34,412.00
Kapur & Associates	17	67	84	3	\$33,516.00
Baxter & Woodman	17.7	55	72.7	4	\$36,336.00
Cedar Corporation	15	55	70	5	\$36,325.00
Applied Technologies	17.3	47	64.3	6	\$38,420.00
Ruekert Mielke	21	40	61	7	\$40,450.00
Ayres Associates	18	0	18	8	\$50,395.26

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. Staff recommends that the Village enter into contract with **The Sigma Group** to complete the design services for this project in the amount of **\$33,270.00**.

The project consists of extending a 12” water main along the north side of CTH VV / Silver Spring Drive from STH 164 westerly +/- 1,500 feet. The water main will be connected to the existing water main in the northwest corner of CTH VV and STH 164 on the east and the proposed water main to Vista Run subdivision on the west. It will provide looping (a second source of water) for the water main in Vista Run, service to properties along the north side of CTH VV that will come into the Village in the future per the 2020 Boundary Agreement, and provide more reliable service to the commercial properties along STH 164 near CTH VV by looping through the Vista Run subdivision. The project will be ready to bid by December 1, 2021.

The consultant’s work includes survey and water main design, soil and rock borings, wetland delineation, permitting, utility coordination, easement preparation, erosion control and traffic control plan preparation, contract and specification preparation, and bidding services. The designers will also attend the preconstruction meeting.

Staff requests that a standard 10% contingency be included services for a total allocation of **\$36,597.00** for the design of the CTH VV Water Main Design project.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: April 29, 2021
Re: Engineering Monthly Report – May 2021

2021 Road Program

- The contractor continues to be significantly ahead of the initial schedule. They originally planned to finish in October and now we are hopeful that all road work will be finished by the end of July.
- Construction on Sussex Road and Village Drive is about half way done. Traffic has been switched to the other side of the road on Village Drive and the traffic switch on Sussex Road is scheduled for the week of May 3rd.
- Miller Way work is nearing completion,
- Work on Waukesha Avenue has begun and is expected to take about 1 month. We continue to monitor the temporary signals to move traffic as efficiently as possible through the construction zone.
- The contractor expects to start work on Good Hope Road and on Silver Spring Drive in June.
- All of the temporary easements have been received from property owners along Silver Spring Drive for the sidewalk work.
- We are working on the final design for the sanitary laterals along Silver Spring Drive. After we finish the design we will approach the property owners regarding easements and the final agreements.

Maple Avenue:

- Lawn restoration continues, which is being done at the contractor's expense.
- We are still waiting for paperwork from We Energies for street light removals on Maple Avenue from Champeny to Good Hope Road and from the Bugline to Main Street. We are told by We Energies that their design work is in progress.
- Staff has been meeting with individual property owners to discuss the special assessments associated with these projects. The final approval for these special assessments will be brought to the Board in the fall.

Developments:

- Woodland Trails: Grading has started and utility work will begin in the coming weeks. The water main west of the tracks hit a snag and cannot be directionally drilled due to soil conditions. We are waiting for updated pricing from the contractor for open cut installation.
- Sussex Preserve: Phase 3 utility work continues. Sanitary sewer and water are nearly complete and the storm sewer installation will be starting soon. The hope is to be paving in mid-June.
- Vista Run: Erosion control installation has begun and the grading will likely begin the week of May 3rd. The sanitary sewer system has been approved. We are waiting for revised plans for the rest of the public infrastructure.
- Lisbon TIF (Lieds) Water Main: Revised plans have been submitted and are under review. Easement discussions with school district officials for the Village to take over ownership of part of their water system are underway and looking favorable at this time.