



## CITY ADMINISTRATOR

201 DELAFIELD STREET  
WAUKESHA, WISCONSIN 53188-3633

Kevin M. Lahner  
klahner@waukesha-wi.gov

### MEMO

**To: Mayor, City Attorney and City Council**  
**CC: Department Directors**  
**From: City Administrator**  
**Subject: Administrator's Report**  
**Date: July 28, 2017**

#### City Administrator Highlights

##### Week of July 17:

- Held a meeting with all Department Heads to discuss this year's CIP and Budget process.
- Met with City Assessor, Paul Klauck, to discuss our negotiations with Menards on their property assessment.
- Met with Jennifer Andrews and Rich Abbott to discuss the City's TID portfolios.
- Met with Ron Grall, Chief Howard and Chris Pofahl to discuss their Department's CIP requests.
- Met with the new President of Carroll University.
- Held a regularly scheduled meeting with Chief Jack.

##### Week of July 24:

- Held a meeting with Fred Abadi, Katie Jelacic, Jennifer Andrews, Rebecca Pederson and the Mayor to discuss progress on evaluating the four City sites for a potential new City Hall and to review action steps for City Hall should flooding in the building occur again.
- Held a meeting with Jennifer Andrews and developers to discuss potential opportunities.
- Held a number of meetings to discuss the potential Baseball proposal for Frame Park.
- Attended a regularly scheduled meeting with the Human Resources and IT staff to discuss the next steps in implementation of NEO GOV for our performance review process.
- Held regularly scheduled meetings with Rich Abbott, Chris Pofahl, and Ron Grall.

#### Cemetery

- Prairie Home is pleased to announce that they can now receive the cremated remains for pets. The Garden of Remembrance Pet Garden is dedicated to the cremated remains of pets is now open and property is available for sale. For more information please contact the cemetery at 262-524-3540.

#### Clerk/Treasurer

- Rubina Medina was the recipient of the Arthur K. Atkisson Memorial Scholarship Award from the Wisconsin Municipal Clerks Association to cover her full cost of attendance at the Municipal Clerk's Institute in Green Bay in July. The Scholarship plaque will be on



display in our office until next year. The scholarship was awarded based on Rubina's professional and educational experiences by the scholarship committee.

- Continuing catchup on scanning Voter Registration forms for all elections going back to 2014. While we still must retain the signed paper copies, this allows us to pull a digital version in seconds when needed.
- Working through additional setting changes for problems encountered during the Munis financial software upgrade.
- Wrapping up final tax collections which will close July 31<sup>st</sup>. Final settlement with the various taxing jurisdictions is due August 15<sup>th</sup>.
- Attended meeting at Waukesha County regarding tax billing review and contractual limitations to unpaid special assessment and charges to municipalities.
- Street closing issued for Park Rec and Forestry's Wurst Biathalon August 24<sup>th</sup>.
- Preparing budget and CIP requests to integrate e-poll book technologies in 2018.

### **Community Development**

- Waukesha Canvas, the community art project, continues. Aldermen, staff and everyone is encouraged to participate by drawing what they love about Waukesha on their 4x4 sheet of paper. The papers will be compiled this fall to create one large canvas.

### **Finance**

- Held budget training workshops for employees involved in the budget process.
- Working on reviewing and compiling the CIP document.

### **Parks, Recreation, and Forestry**

- Text messaging is now available for Special Event reminders. You can sign up on the City's website.

### **Police Department**

- Waukesha Night Out is coming up on August 9.
- Run with the Cops is on Friday, August 18

### **Public Works**

#### **Engineering Division:**

##### **N. Grandview Blvd. & Northview Road Intersection Improvement**

- This week the contractor will be finishing up the pavement markings, doing restorations and installing permanent signing.
- The new traffic signal is expected to be operational this week.

##### **N. Grand Avenue and South Street Utility and Street Improvements**

- The roadwork is complete and open to traffic.
- The lining contractor is in this week to finish lining sanitary sewer laterals.

##### **West Waukesha Bypass**

- All the storm sewer along the west side of Meadowbrook Rd is complete.

- On Monday, July 24th and Tuesday, July 25th, the contractor paved the southbound through lanes.
- Once the cure time has been achieved on the new southbound through lanes, the contractor will resume paving operations for the outside shoulder, curb and gutter, as well as the median turn lane(s) curb and gutter. They anticipate this will occur on Friday of next week.

#### **2016 Concrete Sanitary Sewer Lining - West**

- All sewers to be lined have now been completed.
- The Contractor is working on punch list items.

#### **2017 Concrete Sanitary Sewer Lining - East**

- Construction has started with manhole work in the area of White Rock Ave north of Moreland Blvd.

#### **Fire Station #3 & Police Substation**

- This week the masonry walls in the apparatus bay were completed. Framing began on the PD side of the building. Also, the apparatus bay concrete floors were poured.
- Next week the walls and framing will continue. More floors will be poured and electrical will continue to be roughed in. The site restoration will continue with topsoil and seed.
- Substantial Completion is Feb 28, 2018 with final completion May of 2018. We anticipate moving the employees into the new building in March 2018

#### **West Ave / Glenwood Ave Utility Improvements**

- Construction is planned to start in early August.

#### **NW Barstow Street Utility and Street Improvements**

- Last week the contractor paved NW Barstow beginning near Lemira Avenue, all the way to Buena Vista, leaving gaps in the intersections at Bidwell and Prospect. As of 1:00 P.M. Friday 7/21 NW Barstow is now open to local traffic only.
- This week the contractor continues to work on finishing the intersections, prep driveways and curb ramps at Lemira Avenue, and begin restoration.

#### **Alley#61 and Dunbar Oaks Alley**

- The Dunbar Oaks Alley and Alley #61 are complete.
- The Contractor is working on punch list items.

#### **Jefferson Ave / Oscar St / Greenway Ter / Butler Dr / Saratoga Dr Utility Improvements**

- The contractor continues sanitary sewer construction and moving east on Oscar St and is within 110 feet of Highland Ave. Construction moved slowly in this stretch due to the deep excavation and presence of an existing 8" water main which parallels the sanitary sewer. To protect the water main from damage, the water main was shut down during construction.
- Next the contractor will drop back and complete sanitary lateral work along Oscar St and then complete the mainline sewer on Oscar St. and then turn north on Highland before turning east on Greenway Terrace.

#### **Arcadian Avenue Utility and Street Improvements**

- WE Energies large gas main work is nearly complete.
- The water main relay work is complete.
- The contractor continues to work on water laterals and sanitary sewer laterals.
- During this time Arcadian Avenue will still remain closed to through traffic (local traffic only), access will be maintained to all local businesses.

#### **2017 Asphalt Pavement Resurfacing**

- Construction started the week of June 26th.
- Concrete replacement work continues on Madison St, Comanche & Patricia. Binder repair and prep also continues.

#### **W. Sunset Dr & S. Grand Avenue Traffic Signal**

- The temporary traffic signal is now operating and work will commence week of July 24<sup>th</sup> with removal of pavement and sewer work.
- Traffic will be reduced to one lane each direction through the intersection. For the first few days of construction for replacing the sanitary sewer, no lefts turns in any direction will be allowed. The turn restrictions are expected to last a few days.
- This project is expected to be completed by October 14, 2017. During the construction, drivers should expect delays and seek other routes. Some traffic movements may be restricted for short periods of time during the construction. Every effort will be made to maintain all driveway movements at all times.

#### **Kossow Road & Abbott Street Traffic Signal Installation**

- The new traffic signal is up and running. Only punch list work items remain.

#### **2016 E. Sunset Drive Improvements**

- The road construction is complete and open. Only punch list work items remain.

#### **Caroline Street Utility and Street Improvements**

- The contractor started this week with relaying a section of the water main.
- Next the contractor will begin work on the sanitary sewer.
- The project completion date is September 1st.

#### **Bethesda Park**

- The new lighting is fully functional.
- Please stop by and check out the great improvements from the old lighting. The pathways and playground are now lit to provide a safe and more enjoyable experience. The new lighting uses only a fraction of the electricity that the old lighting did and provides a nice clean light.

#### **Saratoga Sports Complex**

- The Contractor is scheduled to have the site clean-up finished this week. After that termination work, removals of the existing poles, asphalt patching, and placement of the last new pole will continue.

**The following projects have been bid out and are in the process of approval & contract signing:**

- Historical Lighting Upgrades 2017 - Bids opened Friday May 12th, construction will begin mid August.
- Horeb Park Lighting Upgrades - Construction will begin early September.
- Moreland Blvd Bridge Maintenance and Repairs - Bids opened Friday May 12th, construction to begin late August
- River Valley Road Sewer extension & Fire Station Driveway - Low Bidder is Musson Bros., construction to begin in August.

**Currently working on survey and data gathering for the following projects:**

- Grand Ave & Sunset Dr stakeout
- 2017 Sidewalk Repairs
- 2017 Concrete Street Patching
- Wetland delineation locates.
- Asbuilt surveys on completed projects

**Other items**

- Final design is starting for the reconstruction of Northview Road which is planned for 2018 & 2019.
- Punch list work continues on both E. Moreland Blvd projects this week
- Punch list work continues on Summit Ave / Delafield St

**Transit:**

- The Federal Transit Administration conducted its onsite Triennial Review, 3 year compliance reviews, of Transit June 29-30th. The Triennial Review is a comprehensive review of transit systems in 17 areas of compliance and includes a desk review 6 months prior to the onsite review. The desk review includes submitting responses to hundreds of questions and providing over a 100 documents. From start to finish, the review process is about 8-9 months long. Transit had zero findings which is the first perfect review for Waukesha.
- Waukesha Metro Transit Route 9 provided service to the Waukesha County Fair July 19-22nd.

**Clean Water Plant:**

- Initiated permit discussions with DNR regarding Water Utility diversion request return flow.
- Evaluating final phosphorus feasibility study report for submittal to DNR.
- Evaluating enhanced settling in tertiary clarifiers to reduce phosphorus loading on sand filters.
- Reducing active aeration bays to evaluate potential energy savings.
- Submitted Discharge Monitoring Report for month of June.
- Working on annual lift station maintenance and inspections per CMOM program.
- Hosted 20 Boy Scouts for a plant tour.

- Gave tour for environmental education consortium consisting of 26 Waukesha teachers and County staff.

**Streets Division:**

- Asphalt patch work continues
- Asphalt street overlays continues (Newhall Grand to Garfield completed, working on Waverly)
- Spot and manhole repairs with hot mix continues
- Compost processing continues
- Concrete panel repairs continues
- Street Pavement marking (crosswalks/stop bar/arrow painting)
- Sign installation/removal approved by Sign Review Committee continues
- Repair/replacement of knock downs (lights, signs,& traffic signals)
- Barricade requests
- Siren maintenance
- Continue to flush & televise City sewers
- Sweepers continue to sweep City streets
- Continue to repair catch basins and manholes