



## 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: November 30, 2018**

#### City Administrator Highlights

- Participated in a meeting with the County Executive
- Held a meeting regarding the Mindiola project.
- Held a session of the Employee Leadership classes. There are 10 employees participating from Departments across the City. This is our 4<sup>th</sup> leadership group.
- Participated in meetings to prepare for the Celebrate Waukesha breakfast which will be a panel discussion on development in Waukesha.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chris Pofahl, Ron Grall, and Chief Howard.

#### Upcoming Date:

- Celebrate Waukesha Breakfast at Tuscan Hall on Wednesday, December 5 at 7:30am. Please contact Sally Kahlfeldt to RSVP, SKahlfel@waukesha-wi.gov

#### Clerk/Treasurer Updates

- Completed mandatory post-election audit of voting equipment on November 15<sup>th</sup>, 16<sup>th</sup>, and 20<sup>th</sup> as required by the Wisconsin Elections Commission. Two wards randomly selected by WEC were hand counted and compared to election day totals, much like a manual recount. After completion of the audit, results reported on election night were certified with 100% accuracy by our audit team.
- Staff continues to work on recording voter participation and entering new registrations from the November 6<sup>th</sup> General Election.
- Dog licenses for 2018 have been balanced. Final reports and payment to the County for the State and County portions will be made by year end. There was a total of 1,924 dog tags sold. The next step will be to prepare the renewals for 2019 for mailing early December. The number of cat licenses sold was 212. Renewals are due by March 31<sup>st</sup> with a \$5 late fee for each animal assessed after April 1st.
- A total of 9 rooming houses have been received and inspections have been completed. Those have been approved at the Ordinance & License Committee meeting with expected approval at the December 4, 2018, Common Council meeting. The remaining 3 have until December 5<sup>th</sup> to have inspections completed or they will not be eligible to renew for the 2019 licensing year.



- Prepared tax insert for 2018 tax bills, which includes the Mayor's message and important tax payment information. Reviewing test bill run data for outstanding invoice roll overs, taxing jurisdictional shares and correct application of credits for anticipated final tax bill mailing date in early December.
- Room Tax Invoices for all hotels/motels for 2019 will be mailed the first week of December.
- Sidewalk Café Permits expire on February 28, 2019. Renewals will be mailed the first of week of December.

#### **Human Resources**

- Donna Whalen has retired as the Human Resources Director. Peggy Kadrich, Deputy HR Director, is serving as the Interim Director.
- 80 applications have been received for the Human Resources Director position and those applications are currently being reviewed to select a group of finalists.

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

- Save the Date for the Waukesha Janboree which will be held January 25-27.

#### **Public Works Department**

##### **Engineering Division:**

**The following projects have been designed and are out to bid:**

- Pearl Street Pump Station Improvements.
- Street Light Cabinet Replacement.

**The following projects have been awarded and the project start is being coordinated:**

- Polymer and Phosphorus Removal Chemical Bids.
- Pump Station Upgrades at Milky Way Rd., Springbrook North, and Pearl St. - Anticipated start in December.

#### **2018 S. West Ave Sanitary Sewer Lining**

- Next week's work:
  - Repair sanitary lateral in the center of S. West Ave. approx. 190 feet south of W. Sunset Ave.
  - Begin preparing mainline sewer for lining.
- Streets with restricted access for the next week:
  - A section of the center of S. West Ave. between W. Sunset Ave. and Freeman St. will be closed to accommodate the sanitary lateral repair. At least one lane in each direction will be maintained.

#### **Concrete Pavement Joint Sealing**

- This project is on hold until spring.

#### **Greenmeadow Sanitary Interceptor Sewer**

- This week's work:
  - Continued open cut sewer work through Lowell Park. With shallower excavation depths, daily production is increasing.
  - Moved pile drilling operations from shaft at the Madison St./Joellen Dr. intersection to Lowell Park shaft.
  - Began guide wall construction at Lowell Park shaft.

- Continued horizontal directional drilling work from the City Garage on Sentry Dr. and under the Fox River.
- Returned to two-way traffic on Madison St. at Joellen Dr.
- Next week's work:
  - Continue the open cut sewer work through Lowell Park.
  - Begin pile installation at Lowell Park shaft.
  - Begin excavation down to bedrock at Madison St./Joellen Dr. intersection shaft.
  - Continue horizontal directional drilling work from the City Garage on Sentry Dr. and under the Fox River.
- Streets with restricted access for the next week:
  - Eastbound traffic on W. St. Paul Ave. between Harris Highland Dr. and S. Moreland Blvd. is shifted over slightly to accommodate the work near GE Power and Water. At least one lane in each direction will be maintained.
  - Because of shaft construction at the Madison St./Joellen Dr. intersection, traffic on Madison St. at Joellen Dr. will be shifted over toward the north side of Madison St. At least one lane in each direction will be maintained.
- Streets that will have No Access:
  - Joellen Dr. at Madison St. is closed.

#### **Demolition and Asbestos Abatement of 201-310 Delafield St:**

- Demolition has been completed and restoration work is ongoing with the trucking in of topsoil and placing of seed and mulch.
- Demolition will start at 310 Delafield St in late March 2019.

#### **Northview Road Reconstruction - Phase 1:**

- Last week the contractor was able to complete a large percentage of the asphalt paving within the project limits. They completed the final asphalt removal and all asphalt layer placement on the far east end of the project, placed the remaining layers on University Dr., and completed numerous asphalt driveways within the project limits.
- This week the contractor will be final grading throughout the project limits, beginning with the gravel shoulder placement on the west end, and any remaining grading work around Pebble Creek, then working their way to the east completing at additional driveway material final removals and grading. In conjunction with the grading work, the restoration contractor will be placing topsoil, and potentially sod depending on availability on the remaining areas that are final graded, and will be placing permanent signing around the project. The contractor is also looking to complete the last remaining pieces of concrete work around the project, and hope to be able to finish the remaining asphalt driveways at the end of the week. They will also be placing pavement markings around the project, and will be looking to install the last remaining traffic signal poles and equipment at Northview Rd. and University Dr.

#### **Water Utility W. Main Street Project:**

- Main Street is now officially open to through traffic for the entire project limits from Barstow to Lombardi. The traffic signal at East/Buckley is still under construction, so access to Main from those cross streets will remain and temporary stop signs are in place. Access from Martin and Caroline will also remain temporarily closed at this time.

- Aside from the traffic signal, the remaining work includes street lighting, and finishing up concrete sidewalk and driveways in some areas. Final pavement markings and restoration in the terrace areas with sod will take place in spring. We anticipate the traffic signal to be installed and operational by sometime in mid-December.

**The following projects are complete with only punch list items remaining:**

- South Street and Gaspar Street Utility and Street Reconstruction.
- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail.
- 2018 Concrete Pavement Patching.
- 2018 Asphalt Street Repairs.
- Dumpster Enclosure in Parking Lot #3.
- Alley #100 Reconstruction (west of Oakdale Rd. south of School Dr.).
- 2018 Asphalt Pavement Resurfacing.
- Motor Avenue and Fairview Avenue Utility and Street Reconstruction.
- New Berlin Trail West Extension.
- 2018 Historical Lighting Upgrades.
- Fire Station #3 & Police Substation.
- 2018 Spot Sealing.
- Area 5 (Hospital Area) Flood Mitigation.
- Sanitary Sewer Manhole Repair and Replacement.
- 2018 Electrostatic Painting along Fox Riverwalk.
- 2018 South Street Ramp Phase 1 Repairs.
- Westbound E. Moreland Bridge Rehabilitation.
- S. East Ave. and Garfield Ave. Sidewalk Replacement.
- 2018 Concrete Sanitary Sewer Lining.
- 2018 Concrete Sidewalk Replacement.
- S. Prairie Ave. Utility Improvements.
- Sunset Drive Pavement Patching and Diamond Grinding.
- Dumpster Enclosure Lot 4.

**The following projects plans specifications and estimates are being worked on:**

- Woodfield Park Dam Removal.
- Meadowview Park Development.
- Northview Road Phase II.
- Dunbar, Bethesda, Prospect Utility and Street Improvements.
- Hine Avenue Utility Improvements.
- Summit Avenue Utility and Street Improvements.

**Other items:**

- Location survey for next year's projects.
- Asbuilt surveys for completed projects.

**Clean Water Plant:**

- Responded to power outages at seven lift stations Thanksgiving weekend with no incidents.
- Quarterly metals monitoring report submitted to DNR.
- Working on November Discharge Monitoring Report for DNR.
- 2019 Sewer Rate and Connection Charges approved by Council.
- Fall Bio-solids land application shortened due to bad weather.

- Staff had refresher training on gas membrane.
- Annual influent and effluent flow calibrations completed.
- Annual ladder safety inspections completed.
- Hosted Carroll College class tours.
- Radio upgrades at three lift stations.
- Annual Permitted Industrial User inspections continuing.

**Transit:**

- New Fixed Route Buses 172 & 173 have arrived from Gillig and will be in service in early 2019.
- A Public Hearing was held on November 30th at the Waukesha County Courthouse to receive comments on the proposed reductions to Waukesha County Routes 901 & 905 effective January 2, 2019.
- A Public Hearing will be held on December 6th at the Transit Commission meeting to receive comments on the proposed elimination of Route 16 and other service adjustments proposed effective January 7, 2019.
- Working on the WisDOT 2019 Mass Transit Operating Assistance Grant Application.
- Due to Main St. re-opening, Routes 1 and 15 are no longer on detour. Routes 2, 3 & 4 will remain on detour until East Ave. re-opens.
- Working on the specs for ordering a new paratransit van and buses.