



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: May 11, 2018

City Administrator Highlights

- Participated in the Celebrate Waukesha Breakfast on how the City is addressing the opioid crisis and helped to lead the meeting as the Mayor was away in Washington, D.C.
- Participated the City Hall workshop with other Aldermen, City Staff and the Architects. In the workshop, further details were discussed on where the building would be located on the site, meetings were held with Departments to confirm space needs, and potential costs were reviewed.
- Attended the City Hall Project Open House.
- Was out of the office from May 8- May 11 attending the Smart Cities conference in New York City along with Jennifer Andrews and Chris Pofahl.
- Held regularly scheduled meetings with Chief Howard and Bruce Gay.

Key Upcoming Meeting Dates:

- **Tuesday, June 26:** City Hall project workshop #3. More details will be provided on times and content as we near the date.
- **Tuesday, August 7, 7:30am at Tuscan Hall:** Next Celebrate Waukesha Breakfast date.

Assessor

- Assessment notices were sent on Friday, April 27 to those with changes in their assessments.
- Open Book to meet with Assessing staff was held from April 30, 2018 through May 4, 2018.
- The formal Board of Review will be held Monday, May 14, 2018.

Clerk/Treasure Updates

- Final installment payment for real estate taxes is due May 31st. Tax payments may be made in the Clerk-Treasurer's office, by mail, or by paying online by visiting <http://tax.waukeshacounty.gov/>. Tax payments can be received in the Clerk-Treasurer's office until July 31st. After that any delinquent tax payments must be made at the Waukesha County Treasurer's Office.
- Tax payments receipted in the month of April totaled just over \$500,000.
- The EL-190 report for the April 2018 election was completed. This report is collected after every election by the Wisconsin Election Commission from every municipality in the state and includes election statistics for each reporting unit regarding voter registration, the total number of voters and votes recorded, absentee ballot data and military/overseas numbers.



- Approximately 130 alcohol renewal applications have been approved by the Ordinance & License Committee. The remaining 20 will go before the Ordinance & License Committee at the May 21st and June 11th meetings. Alcohol licenses will be mailed June 15, 2018.

Community Development

- The Landmarks Commission has chosen the 2018 recipients of the George Gunn award and the John Schoenknecht award. A member of the commission will present the awards to the Common Council at its May 15th meeting.
- The Landmarks Commission is participating in Historic Preservation Weekend on May 19th and 20th.
- For the second year the city spearheaded Waukesha County's YP Week events. YP Week is a statewide platform for young professionals to network and discuss issues that matter to them. The city collaborated with both Carroll University and UW-Waukesha, as well as the Waukesha Chamber of Commerce, the Waukesha County Business Alliance, Hydro-Thermal and a local company called Concept Envy to put on several events on Saturday April 30th.

Parks Department

- Pool passes are now available. You can get them for reduced rates through May 31st.
- Volunteers are needed for the Carl Zach Cycling classic on Sunday, June 24th. You are asked to sign up here: <https://www.signupgenius.com/go/4090c4cafae2ea2f85-20183>

Public Works

Engineering Division:

The following projects have been designed and are out to bid

- Greenmeadow Sanitary Interceptor Sewer
- Sanitary Sewer Manhole Repair and Replacement
- Sunset Drive Pavement Patching and Diamond Grinding

The following projects have been bid and are in the award / contract finalization process:

- Area 5 (Hospital Area) Flood Mitigation
- West bound E. Moreland Bridge Rehabilitation
- Water Utility W. Main Street Project
- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail
- 2018 Electrostatic Painting along Fox Riverwalk

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

- 2018 Asphalt Pavement Resurfacing - Anticipated start June 11.
- Alley #100 Reconstruction (west of Oakdale Rd south of School Dr) - Anticipated start May 21st.
- 2018 Concrete Sanitary Sewer Lining - Anticipated start Spring / Summer 2018
- 2018 Concrete Pavement Patching - Anticipated start in July
- 2018 Concrete Sidewalk Replacement - Anticipated start in July
- Dumpster Enclosure in Parking Lot #3 - Anticipated start in Mid to late May
- 2018 Asphalt Street Repairs - Anticipated start in July

South Street and Gaspar Street Utility and Street Reconstruction

- This week the contractor plans to finalize the preparations for pouring the new concrete curb and gutter on Monday. On Tuesday the contractor plans to pour most of the new concrete curb and gutter, and finish up any remaining areas of the curb and gutter on Thursday and Friday. Also next week the contractor will be continuing the electrical work for the new street lighting system in conjunction with the curb and gutter work. The Avalon Square driveway curb and gutter will be poured half at a time to maintain constant access to the underground parking.

Northview Road Reconstruction - Phase 1

- This week the contractor is planning on continuing the water main work on the east end, and may have this complete by the end of the week. If they do complete the work, and the private utility work on the west end is clear of the proposed storm sewer work in this location, the contractor will move their crews to begin this work late in the week.
- We have been working with the contractor regarding the traffic control along Northview, and working to provide a safe travel through the work zone for the local resident traffic. While the contractor has been working on the water main on the east end of the project, they have been working to maintain 1 lane of travel past their operations for local traffic only. In order to accommodate this, they did have to stop vehicles for a period of time depending on where their equipment was to make sure that travel was done in a safe manner. The contractor will continue this access, however, if possible finding an alternate route around this area of work may ultimately be a faster and safer option for most local traffic. Please have your yellow hang tag visible if you are accessing your property through the work zone. **All through traffic should be utilizing the detour or an alternate route and not traveling through the work zone.**

Motor Avenue and Fairview Avenue Utility and Street Reconstruction

- Last week the City's contractor began installing both the 12" and 20" diameter watermain on Motor Avenue beginning at Mountain Avenue and have it installed all the way to Fairview Avenue.
- This week the contractor will continue installing the 20" watermain up Fairview Avenue to Dopp Street, and install 12" watermain at Mountain Avenue and Washington Avenue.
- The following roads are closed to thru traffic (Local Traffic Only)
 - Fairview Avenue (St Paul to Dopp St)
 - Motor Avenue (Washington St to Mountain Avenue)
 - Mountain Avenue
 - Dopp Street

New Berlin Trail West Extension

- Last week the contractor has started grading from Barstow Street toward East Avenue.
- This week the contractor will continue grading the path and prepping the path for placing the asphalt, install the storm sewer upgrades, and possibly begin paving the path towards the end of next week.
- There are no anticipated road closures as part of this project.

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

- Woodfield Park Dam Removal
- 2018 Pump Stations
- Citywide Centerline Marking
- Meadowview Park Development

2018 Historical Lighting Upgrades

- The first part of the project being worked on is Cutler Park. The old lighting system is being replaced with a new system, just like Horeb and Bethesda Parks. New conduit, concrete bases, wiring, and light poles. The new poles will match the current standard for parks and downtown. The contractor has nearly all the underground conduit completed at this time. They intend to finish the project by late next week. The Parks Department will install the new light poles and do final restoration of the park just in time for planned summer events. Due to the sensitivity of the burial mounds at Cutler, the City and Contractor, are working with UW-Milwaukee and the Wisconsin Historical Society to make certain that no historical and cultural areas are disturbed. This includes having an archeologist on site during all excavation.
- The second phase of the project will either be Youman's Park or Corrina Blvd. Youman's Park is scheduled to be completed with the downtown project and Corrina Blvd is scheduled to finish before the Fourth of July Parade. Future updates will include which project is to be completed next.
- City forces will continue their part in the historical pole replacements throughout the downtown area. This is where we have the old high pressure sodium poles that are due for replacement to the new LED poles. We will focus our attention in public parking lots then to nearby streets that are ready for the new poles.

Transit

- Finishing work on 2017 financial audit. Baker Tilly will present on the audit at the May 17th Transit Commission meeting
- Completed the 2017 National Database Report
- Released RFP for operation of Waukesha County Route 79
- Waukesha Metro Transit won Transit Mutual Insurance 2017 safest system award for Division 3. This is the second time in 3 years Metro has won this award.

Clean Water Plant:

- Plant received "Project of the Year Award" at the Wisconsin American Public Works Association annual conference held in Green Bay.
- Staff toured Green Bay's treatment facility upgrades.
- Staff attended Wisconsin Wastewater Association Southeast Regional meeting in Racine.
- Lake Michigan Return Flow Rates presented to BPW and Council.
- Working on DNR Compliance Maintenance Annual Report.
- April Discharge Monitoring Report submitted to DNR.
- Spring Bio-solids land application completed.
- CIP work continues on clarifier.
- Beginning a pilot study on phosphorus removal technology.