



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: May 17, 2019

City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Bruce Gay, Marquise Vasquez, Rich Abbott, Fred Abadi, Chief Howard, Ron Grall, Chief Jack, and Chris Pofahl.
- Held regularly scheduled monthly meetings with Aldermen: Ald. Bartels
- Held a Department Director's meeting for all Directors
- Held a bi-weekly development update meeting with Jennifer Andrews
- Participated in a meeting to discuss the August Celebrate Waukesha Breakfast
- Participated in a Downtown Response Team meeting which brings various Departments together to discuss Downtown
- Participated in a City Hall project workshop as we move forward with finalizing the design
- Attended a Leadership Class Alumni event where the Alumni met the new HR Director, Marquise Vasquez.
- Held a meeting with the County and School District to discuss a possible mental health partnership
- Attended the Waukesha Center for Growth Board Meeting
- Attended a meeting to discuss a new Employee Intranet and other new updates that will soon be offered to employees.

Upcoming Meeting Dates:

- One-one-One meetings with Aldermen, Kevin & Mayor (next 2 weeks):
 - Ald. Manion – CANCELLED (Kevin and the Mayor have a conflicting meeting)
 - Ald. Cummings- Friday, May 24th at 10am
 - Ald Johnson- CANCELLED (due to Memorial Day)

Assessor

- Assessment notices were sent to all properties on Friday, April 19
- **Board of Review**- On May 20th starts the Board of Review which is the next level of appeal if property owners are not satisfied with their assessment after talking to the Assessor's Office. To appear before the Board, the property owner must file a "Notice of Intent" with the City Clerk at least 48 hrs prior to the first meeting of the Board of Review and must file a written "objection form" with the City Clerk prior to or within the first two hours of the first Board meeting. An appointment is necessary to meet with the Board of Review.



Clerk/Treasurer

- As part of an ongoing effort to keep voter data current, 183 letters have been sent to those with permanent absentee ballot applications on file that did not return their ballot for the April election. They will need to reply within 30 days to keep their application active.
- The election statistics report has been completed and submitted to the Wisconsin Election Commission for the April 2019 Election.
- The third tax installment payment is due on May 31st for those real estate tax payers that elect to pay their tax bill by installment. Of the 37 municipalities in Waukesha, we are one of six that collect all three installments in-house rather than shifting that activity to the County after the initial installment. Of the 21,564 real estate bills that were mailed in early December, 2,617 bills remain outstanding with amounts due. Of the 91 Airport hangars billed, 17 of those third installments remain due.

Finance

- The Department has been working with the Auditors for the 2018 Audit.
- Reviewing and updating the City's financial policies. Once ready, these policies will come before Council for review and approval.

Parks, Recreation and Forestry

- Accessible Kayak Launch Celebration is being held on Tuesday, June 4th at the Rotary Building from 5pm-Dusk. All are invited. <https://waukesha-wi.gov/DocumentCenter/View/9488/flyer-kayak-002>
- The Summer Activity Guide is out! View all the summer events and activities that are being offered: <https://waukesha-wi.gov/462/Activity-Guides>

Public Works

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

- Installation of Poured-In-Place Resilient Surfacing for Frame Park Playground

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

- 2019 Asphalt Street Resurfacing
- 2019 Bridge Repair on W. Sunset Drive
- Prairie Home Cemetery Fence Replacement
- Hine Avenue Utility and Street Improvements
- 2019 Concrete Pavement Patching and Sawing
- Concrete Sidewalk Replacement
- 2019 Asphalt Street Repairs
- 2019 Sanitary Sewer Lining
- 2019 Force main Relay / Rehabilitation

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

- Woodfield Park Dam Removal
- Storm Sewer Extension on Sussex Lane

Alley #63 and #68 Reconstruction

This project involves complete reconstruction of Alley 63 & 68 with new concrete pavement. Alley 63 is surrounded by Charles/James/Newhall/Laflin and alley 68 is surrounded by McCall/James/College/Charles

- Last week the City's contractor completed all of the removals on Alley 63.
- This week the City's contractor plans on beginning the removals on Alley 68, and grade and place the new alley base on Alley 63.

Pearl Street Pump Station Improvements

- The contractor is planning on starting the first week of June.

South Street Parking Ramp Phase II Repairs

- The Contractor has completed concrete horizontal removals on floor 2, 3, and 4 and is currently working on 1st floor.
- The Contractor will begin vertical repairs next week and is ordering the additional membranes shortly.
- The project should be complete by the end of July.

Eastside Beltline Sanitary Sewer Relay & Lining

- This project includes the installation of a replacement sanitary sewer within the footprint of the former railroad ROW located between Arcadian Ave and National Ave.
- This week's work:
 - Installation of sanitary sewer main began between National Ave and Arcadian Ave.
- Next week's work:
 - Installation of sanitary sewer main will continue between National Ave and Arcadian Ave.

Main Street Utility and Street Improvements (Water Utility project)

- Last week the contractor continued sanitary sewer work on Main Street between Lombardi Way and Aurora Street. Water main materials are scheduled to start being delivered to the site this week and water main installation could begin near Lombardi next week.
- Additional signs regarding access to businesses have been installed around the site to remind residents that businesses are open and accessible during construction. Police have been on site to discourage through traffic, but those attempting to gain access to a business or residence within the project limits are allowed. There may still be some interruption to complete access during active construction operations, but the contractor will work to maintain reasonable accommodations to the traffic.

Summit Avenue Utility and Street Improvements

- The Contractor is planning on starting the second week of June (weather dependent).

Dunbar Ave, Bethesda Ct, and Prospect Ct Utility and Street Improvements

- Last week the City's contractor began sidewalk removals and began pouring in the new sidewalk.
- This week the City's contractor plans on beginning the roadway removal on Dunbar Avenue. As the contractor progresses down Dunbar Avenue, the grading crew will follow to prepare the road base for the new concrete pavement.
- Dunbar Avenue (Marshall St to N. West Avenue), Bethesda Court (Dunbar Avenue to Prospect Court) and Prospect Court (Bethesda Court to N. West Avenue) will be closed to through traffic (local traffic only). Access to resident's properties will be maintained until the contractor paves the road.

Northview Rd Utility and Street Improvements Phase II

- The roadway grading work along Northview Rd. has been impacted by weather, however, has resumed again this week and the last remaining excavation section at the west end of the project can be wrapped up. Work within Meadowview Park will again continue next week with mass grading of the western half of the park, and the installation of the sanitary sewer through the park. It is anticipated that mid-late next week the sanitary sewer connection will begin near the intersection of Emslie Dr. and Judith Ln., just east of the park.
- **Northview Rd. remains closed to through traffic and is for Local Traffic Only.** Please use extreme caution if you are around the work zone as the contractor is hauling material with large equipment, with large blind spots. Please obey all posted traffic control devices and barricades, and **do not move or adjust any of the devices that are in place.**

Pump Station Upgrades at Milky Way Rd., Springbrook North

- Contractor has completed the valve vault drains the Tallgrass, Silvernail, Bluemound West, and Rivers Crossing pump stations.
- The work at the Clean Water Plant junction chamber is complete, they are now working on the Milky Way Rd. and Springbrook North pump stations.
- The contractor is complete with the work at the Springbrook pump station site with only restoration work remaining.
- The contractor is almost complete with the work at the Milky Way pump station. The final equipment installation is scheduled for next week.

Concrete Pavement Joint Sealing

- This project involves cleaning and sealing the longitudinal and transverse joints in concrete pavement. The work will be completed on the following sections of street:
 - Moreland Blvd - Fox river bridge to Manhattan
 - Eales Ave. - CDS to Cleveland Ave.
 - Greenfield Ave. and Genesee St. - Main St. to Arcadian Ave.
 - Arcadian Ave. - Greenfield Ave. to Eugene Ct.
 - Rosemary St. - Arcadian Ave. to National Ave.
 - Summit Ave. & Delafield St. - Grandview Blvd. to Madison St.
 - Barstow St. - Lemira Ave. to Buena Vista
 - Main St. - West Ave. to Barstow St.
 - Maple Ave. - Wisconsin Ave. to Main St.
 - Grand Ave. - Wisconsin Ave. to Main St.
 - South St. - Clinton St. to South St.
 - Tenny Ave. - Newhall Ave. to College Ave.
 - Windsor Dr. - East Ave. to Hartwell Ave.
- This work will be performed under traffic, while maintaining at least one lane of traffic in each direction at all times.
- This project is currently on going when weather allows.

Greenmeadow Sanitary Interceptor Sewer

- This project will include installation of a new sanitary interceptor sewer from the intersection of Greenmeadow Dr. and Michigan Ave. to the intersection of College Ave. and Sentry Dr. in 2018 and 2019. This sewer will allow the elimination of the Greenmeadow and Woodfield pump stations. A preconstruction letter was sent out to residents on August 20.

- This week's work:
 - Continue tunneling from the Madison St./Joellen Dr. intersection shaft towards the Lowell Park shaft
 - Continue sanitary interceptor sewer installation on S. Moreland Blvd. near W. St. Paul heading to the north along with water lateral and sanitary lateral work
 - Continue work on sanitary inlet structure in INNIO easement south of W. St. Paul Ave.
 - Continue restoration work on north half of W St. Paul with placement of new pavement
 - Continue water main replacement on Dopp St. between Joellen Dr. and S. Moreland Blvd., and on northbound S. Moreland Blvd. ****NOTE**** - this work will cause a change in traffic patterns on S. Moreland Blvd. beginning on Monday, 5/13. See below.
- Streets with restricted access for the next week:
 - 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.
 - Traffic on W St. Paul Ave. between S. Moreland Blvd. and Harris-Highland Dr. will be shifted over towards the south side of W. St. Paul Ave. At least one lane in each direction will be maintained.
 - Access to Harris-Highland Dr. at W. St. Paul Ave. will be restricted to right turns to and from W. St. Paul Ave. Left turns from Harris-Highland Dr. onto W. St. Paul Ave. and from St. Paul Ave. onto Harris-Highland Dr. will not be permitted.
 - Traffic may be shifted over on S. Moreland Blvd. between Motor Ave. to just north of American Ave., on American Ave. just to the east of S. Moreland Blvd., and on Dopp St. from Joellen Dr. to just east of S. Moreland Blvd. to accommodate the work by WE Energies

Streets that will have No Access:

- Joellen Dr. at Madison St. is closed
- Joellen Dr. between American Ave. and Luis Ct. is closed to through traffic. Barricades will be staggered to allow for local and emergency traffic access from the north.
- ****NOTE CHANGE**** On Monday 5/13, the current southbound lane closure on S. Moreland Blvd. between Motor Ave. and W. St. Paul Ave. will be extended north to American Ave. The southbound lane will be closed and all through traffic will be directed to the northbound lanes which will be set up to carry both southbound and northbound traffic. Later in the week, the northbound lanes between Motor Ave. and Dopp St. will be closed and traffic will instead be shifted over to the southbound lanes. SEE ATTACHED MAPS. Access to homes for emergency vehicles and residents will continue to be maintained in the closed section.
- Dopp St. between Joellen Dr. and S. Moreland Blvd. will be closed to through traffic. Access to homes for emergency vehicles and residents will continue to be maintained.

To keep the project on schedule, the contractor will utilize Saturday for work. Permitted construction work hours are M-F 7am-7pm, Sat. 9am-5pm.

Demolition and Asbestos Abatement of 201-310 Delafield St

- WE Energies has just completed the service disconnections of the former service station. The work on the demolition is scheduled to start in the next couple of weeks.

Clean Water Plant:

- Submitted DNR Discharge Monitoring Report for April.
- Second quarter metals report submitted to DNR.

- Preparing DNR Compliance Maintenance Annual Report.
- Permit renewal discussions held with DNR.
- 30% design meeting held for Return Flow Pump Station, Phosphorus and Facility Enhancements project.
- Staff attended and co-presented at Annual Central States Water Environment Association meeting in Madison.
- Continued spring Bio-solids land application.
- Upgraded lift station in Springbrook subdivision started up.
- Construction upgrades at two other lift stations underway.
- Personal Protective Equipment (PPE) safety review.
- Completed portable and remote generator semi-annual preventive Maintenance.
- Quarterly instrument calibrations completed.
- UW Waukesha environmental science class tour.

Transit:

- Waukesha Metro Transit won the Transit Mutual Insurance Safest System Award for 2018. Metro has won this award 3 times in the last 4 years.
- The paratransit van has been ordered and is expected to be delivered in late Summer.
- Transit staff continues to work with SEWRPC on the next steps of the Transit Development Plan process.
- Major bus detours are on Route 1 Main St. between Whiterock and Manhattan and the bus stop at Brookfield Square has been temporarily moved to the north side of the old Boston Store during the repaving project of mall road that the main bus stop is on. The Route 9 detours around the County Courthouse and Human Services building have been cancelled.
- The Paratransit Bus Request for Proposals has been released. Proposals are due June 10th.
-

Streets Division:

- Asphalt patch work continues.
- Street sweeping Citywide.
- Line painting crosswalks Citywide.