



CITY ADMINISTRATOR

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: September 1, 2017

City Administrator Highlights

Week of August 21:

- Out of the Office on vacation

Week of August 28:

- Met with a representative from Carroll University regarding the potential baseball proposal for Frame Park.
- Attended a meeting to discuss CIP planning for Buchner Pool.
- Was in Madison for a day testifying in support of Dark Store legislation.
- Attended a meeting with Waukesha County Business Alliance and Waukesha County Center for Growth.
- Held a meeting with Rich Abbott and Jodi Keene to discuss the budget
- Attended the Ribbon Cutting for the new La Casa Charter school home.
- Held regularly scheduled weekly meeting with Chris Pofahl.

Cemetery

- The Cemetery is just a little over one month away from the 4th Annual Puppy Prance. There is a new tour this year to take your 4 legged friend on. Mark your calendars for October 14th, 2017 10AM-2:00PM.

Clerk/Treasurer

- Kerri Roller received a full scholarship to attend the Wisconsin Municipal Clerk Association's Annual Conference in Wisconsin Dells August 22nd - 25th.
- We have received beer and cigarette applications from Kwik Trip, Inc. as they are purchasing the two PDQ locations in the City of Waukesha located on Moreland Blvd and West Ave.
- We have received a "Class B" beer and liquor license application from Seventh Son, Enterprises who will be moving into the existing Lucky Rabbit establishment located at 200 Madison Ave.
- Scanning of Voter Registration forms continues, along with purging of Inactive Voter Registration cards.



Community Development

- A free class is being hosted along with WWBIC to help businesses learn online strategies, search engine optimization, social media and more. The class is being held on September 12 from 6-7:30pm.

Finance

- Working on the 2018 operating budget and are on schedule to release that on 9/26/2017.

Parks, Recreation, and Forestry

- Successful Beer Garden events were held at Rivers Crossing Park and Bethesda Park.
- The next large event is Oktoberfest coming up on September 22 and 23 in Frame Park.
- Cool School Before and afterschool programs are starting on Friday, September 1 at Banting, Bethesda, Hawthorne, Heyer, Lowell, Prairie, Randall and Rose Glen.
- Sentinel Park is looking at a Community Build of the new playground on Saturday, September 16 and Sunday, September 17. There are 4 hour shifts available (8 am -noon, 12:30 – 4:30 pm). Email Isaac Palmer at ipalmer@waukesha-wi.gov to volunteer!

Public Works

Engineering Division:

N. Grandview Blvd. & Northview Road Intersection Improvement

- The Contractor is working on punch list items.

N. Grand Avenue and South Street Utility and Street Improvements

- The contractor is working on punch list items.

West Waukesha Bypass

- The contractor is working on storm sewer and pavement removals on the future northbound side.
- In conjunction with the roadway grading work, there will be grading and filling operations within Meadowview Park for the future bio-filtration basins occurring.

2016 Concrete Sanitary Sewer Lining - West

- The Contractor is working on punch list items.

2017 Concrete Sanitary Sewer Lining - East

- Last week the contractor lined the sewer on Jefferson Ave north of Gail St. to just south of Oscar. All lining work is now complete north of E Moreland Blvd.
- This week, the contractor will line the section of sewer on Perkins St from The Strand to Cleveland Ave.

Fire Station #3 & Police Substation

- The contractor is working on trusses and decking for the roof.
- The concrete floors are finished on the Police Department side of the building along with the concrete apron at the apparatus bay.

- 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

- Sewer construction started at the end of Glenwood Ave this week and will progress towards West Ave.
- Late next week it is planned to close N. West Ave in order to install the sanitary sewer in West Ave from Glenwood Ave to Wisconsin Ave.

NW Barstow Street Utility and Street Improvements

- The sod restoration work is nearing completion.
- Pavement marking work is expected late this week to finish the project.

Alley#61 and Dunbar Oaks Alley

- The Contractor is working on punch list items.

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

- Last week, the contractor completed one remaining lateral connection on Greenway Terrace and then completed the force main tie over at the intersection of Butler Dr and Rustic Way. Stormwater inlet repairs were completed along with manhole chimney work. Curb ramp removal and replacements continued throughout the project limits.
- This week the contractor will complete the lining of the sanitary sewer on Greenway Terrace between Manhattan and Dewitt Ct. Work will continue on curb ramp replacements. The paving contractor will mill off the remainder of the existing asphalt pavement. Paving of the road surface is currently scheduled for the week of September 5.

Arcadian Avenue Utility and Street Improvements

- Cleaning and lining of the sanitary and storm sewer lines continues this week.
- Road excavation and grading work is ongoing this week.
- Next week the electrical contractor will begin placing street light and communications conduit.
- 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

- This week the last of the asphalt paving is scheduled to be completed on Madison St and Patricia Ln.

W. Sunset Dr & S. Grand Avenue Traffic Signal

- Pavement removal and sewer work finished in the closed area this week. Traffic will be reduced to one lane each direction through the intersection. Next week, the contractor will begin restoring pavement and medians and start installation of new traffic signal components.
- 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

- This week the contractor completed the concrete curb and sidewalk work. It is scheduled to grade the road base and pave the HMA pavement this week.
- Caroline Street is closed to through traffic between Arcadian Ave and Main Street; however, access will be maintained to the properties.
- 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 must install the replacement parts.

Historical Lighting Upgrades 2017

- Construction began on Buckley St last week.

Moreland Blvd Bridge Maintenance and Repairs

- Only Punch list work items remain.

River Valley Road Sewer extension & Fire Station Driveway

- Construction began last week and the contractor is currently preparing to bore under Les Paul Pkwy.

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

- Horeb Park Lighting Upgrades - Construction will begin early September.

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

- Grand Ave & Sunset Dr stakeout
- 2017 Sidewalk Repairs
- 2017 Concrete Street Patching
- 2017 Asphalt Street Patching
- 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

Clean Water Plant

- Completed semi-annual Pretreatment industrial monitoring report for DNR.
- DNR Laboratory Audit completed.
- Re-evaluating pilot testing of Ferric Chloride alternative for phosphorus removal.
- Finished entering safety data sheets for the plant into the new online SDS website.
- Completed safety program training for our two new employees.
- Summer intern returning to school.
- Evaluating interceptor vs. pump station replacement.
- Valve repairs completed for Greenmeadow lift station.
- Rueben Drive force main relocation project completed.

Transit

- Making final preparations to school Route service
- New air handler for the bus garage on Badger Drive will be completed within the next week
- The Federal Transportation Security Administration (TSA) is conducting a security assessment for the Transit system

Streets Division

- Asphalt patch work continues
- Asphalt street overlays continues
- Spot and manhole repairs with hot mix continues
- Compost processing continues
- Concrete panel repairs continues
- Street Pavement marking (crosswalks/stop bar/arrow painting) *night painting this week*
- Sign installation/removal approved by Sign Review Committee continues
- Repair/replacement of knock downs (lights, signs,& traffic signals)
- Barricade requests
- Siren maintenance
- Put out Flags for Labor Day
- Continue to flush & televise City sewers
- Sweepers continue to sweep City streets
- Continue to repair catch basins and manholes