



## 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: October 13, 2017**

#### City Administrator Highlights

##### Week of October 2:

- Attended meetings regarding the Waukesha Water Program
- Attended a meeting regarding potential development downtown.
- Held a Director's meeting for all Department Directors.
- Along with Rebecca, led our fourth Leadership Class of this fall cycle.
- Held a meeting to review and discuss the baseball proposal for Frame Park.
- Hosted a breakfast for City Managers and Assistants in the region to discuss collaboration and common concerns.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, and Chief Howard.

##### Week of October 9:

- Held a phone call with GE to get a status update on their Waukesha plant.
- Met with Ron Grall regarding the baseball proposal and Buchner pool.
- Met with Joanna Adamicki from the Parks Department on sign usage.
- Attended a webinar with the graduates of our first leadership class titled, "Strategies for Having Difficult Conversations."
- Attended the Waukesha County Center for Growth Board of Directors Meeting.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chief Howard, and Chris Pofahl.

#### Cemetery

- The Cemetery has their 4<sup>th</sup> Annual Puppy Prance, this Saturday October 14 from 10am-2pm. There is a new tour this year to take your 4-legged friend on.

#### Clerk/Treasure Updates

- Gina appeared before the Wisconsin Election Commission for their meeting on Sept. 26<sup>th</sup>. Their group spoke during the public comment section on their proposed changes to In-Person Absentee administration as well as other Clerks who attended and are interested in AVEO. <http://www.waukesha-wi.gov/DocumentCenter/View/6785> WEC declined to take a position. We are now additionally seeking support from the League of Municipalities. We anticipate the Bill(s) will be introduced by our sponsor, Rep. Janel Brandtjen this fall. <http://www.wiseye.org/Video-Archive/Event-Detail/evhdid/11844>



- Hosting the WEC staff e-poll book team to conduct Usability tests on the Wisconsin E-Poll Book across the state on October 11<sup>th</sup>. Clerks and poll workers from around the State participating in the pilot of e-poll books can attend and have the opportunity to view the prototype and provide input.
- Gina is participating in weekly meetings with IT and Assessor's office to work on improvements in Assessor CAMA data export and Munis import for property ownership and valuation information for tax billing purposes.
- Worked with City Attorney's office for draft updates to Ordinance 1.03 Polling Places and Ordinance 9.02 License fees which will be approved in final form by Council on October 3<sup>rd</sup>.
- The Clerk's Office continues to review non-matches from the HAVA check report, which compares voter registration information against WIDOT and SSA database for errors. Over 400 letters were mailed October 5<sup>th</sup>, for those we were unable to correct. We are now receiving phone calls from voters to correct or update their voter information.
- Scanning of Voter Registration forms continues, along with purging of Inactive Voter Registration Cards.
- Reviewing and updating Clerk-Treasurer webpage information.

#### **Finance**

- Both the Capital and Operating Budget books have been released for review and discussion.

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

- Upcoming events include:
  - Howl-O-Ween at the Retzer Nature Center on October 13
  - 6<sup>th</sup> Annual Operation Honor: A Salute to Veterans on November 4

#### **Public Works**

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

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

- The contractor is working on punch list items.

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

- Last week the contractor completed the base course placement, and preparation for concrete pavement, and completed the concrete pouring of the mainline northbound travel lanes from the southern project limit to just south of Rolling Ridge Dr. The contractor also made further progress on the final grading of the bio-filtration basins within Meadowview Park. 5 of the bio-filtration basins are final graded, and the bio-filter contractor has started placing the bio-filter storm sewer, and engineered soil within those basins.
- This week the contractor is planning to pave the outside shoulder and curb and gutter of the northbound lanes mid-week, and pour the curb and gutter within the median of Meadowbrook Rd., and potentially at the intersections of Woodridge Ln., and Lancaster Dr.
- Next week the contractor also plans on beginning any remaining curb and gutter, sidewalk, and driveway removals that are needed along Lancaster Dr. in areas that were

impacted by the previous large storm sewer work. During these removals, they will also be grading Lancaster drive in preparation for replacing all of the asphalt pavement within the project limits. The work along Lancaster Drive (removals, small areas of concrete, and asphalt paving) is expected to occur over the next 2 weeks.

- The contractor will also be continuing their large efforts within Meadowview Park to complete the final grading of the remaining bio-filtration basins, as well as, the final construction of each basin (storm sewer, engineered soil, plantings/seeding).
- The current traffic control, and access closures along the City portion of Meadowbrook Rd. (150' north of Northview Rd. to Rolling Ridge Dr.) will remain the same next week.

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

- This week the contractor began lateral grouting and continued pavement patching on White Rock Ave.
- Next week, the contractor will complete the lateral grouting and continue pavement patching.
- **NOTE: \*\*\*** CN Railroad has closed White Rock Ave at the railroad crossing through Thursday, October 12 to repair the tracks and repave. Please follow the posted detour routes. **\*\*\***

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

- Again the weather last week allowed great progress on the building. HVAC, Electrical and Fire Sprinkler system trades all worked in the interior of the building this week. Interior stud walls with vapor barriers were started.
- This week the Roof panels will begin being installed. Also, walls and trusses should be completed next week.
- It is still planned to have the building weather tight by the first week of November.
- The curb and gutter has been poured which finalizes the majority of the site concrete work.
- 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**

- The contractor has completed installing sanitary sewer main and water main on West Avenue and Glenwood Avenue Drive, however the connection of individual service laterals to the new mains still needs to be done. Water main testing is ongoing.
- Starting Monday October 9<sup>th</sup>, the contractor will be starting work at the intersection of St. Paul and Mountain Avenue. New traffic control will be in place, which includes lane closures and possible flagging operations. Once the contractor has finished installing water main across St. Paul Avenue, they will continue installation work through the park and eventually across the river.

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

- Last week, the City reviewed the construction site and began preparing a list of outstanding items to forward to the contractor for correction prior to closing out the contract.
- Sanitary laterals still need to be grouted on Greenway Terrace between Manhattan and Butler and also on Butler between Greenway Terrace and Jennifer. Several sanitary

manholes also need to be rehabilitated. These are due to be completed the week of October 9.

- The contractor is responsible for watering the new sod for 30 days following placement. After that time, it is the responsibility of the property owner to water as needed. The grass should be mowed when the height reaches about 3-Inches tall. Avoid mowing when the soil is saturated or soft.

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

- Last week the contractor was able to finish a majority of the concrete work. The contractor also began the restoration work, beginning on the Western end of the project, and began setting the proposed light poles.
- This week the contractor's schedule is as follows (weather dependent):
- Monday October 9 – Finish all remaining concrete work, continue preparing the asphalt areas, continue setting light poles, and continue restoration.
- Tuesday – Continue preparing the asphalt areas, continue setting light poles, and restoration
- Wednesday – Finish preparing the asphalt areas, and restoration
- Thursday – Place asphalt, place pavement markings, and restoration
- Friday – Finish any remaining asphalt, place pavement markings, and restoration
- During this time, Arcadian Avenue will remain open to local traffic only with businesses being accessed from either the Eastern project limit or the Western project limit. Access from Blackstone Ave had to be closed for the concrete pour. Local traffic will not be able to cross Arcadian Ave at all adjacent side roads in the project limits (Greenfield Ave to Blackstone Ave) until the concrete that was poured this week and early next week has proper cure time.

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

- Pavement removal and replacement work continued this week.
- Pavement replacement, signal conduit and a new concrete median will be continue to be constructed next week.
- This projects contract completion date is 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.

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

- The Contractor is working on punch list items.

#### **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 turned the new lighting on last week.

- The Contractor completed the asphalt patching last week. The manufacturer of the lights is scheduled to be on site October 11 and 12. They will be onsite with a team of Tech's and Engineers to measure all the lighting levels, make visor adjustments, and verify all of the controls. Once this is completed and the new lights are accepted, the old lights will be removed.
- We are currently working with the Contractor on a small punch-list prior to pole removals.

#### **Historical Lighting Upgrades 2017**

- All of the new poles are up and operating. All sidewalk that was removed has been replaced.
- City forces have only a few signs remaining to install.
- City forces will next complete terrace repairs and final removals of any remaining barricades.
- Once time allows, the poles and fixtures in Lot #4 will be replaced with new. This is the Clinton Street parking lot.

#### **River Valley Road Sewer extension & Fire Station Driveway**

- Next, the contractor will complete the sewer structures on either end of the Les Paul Pkwy bore and start working on the Fire Station Driveway.

#### **2017 Crackfilling**

- Crackfilling was completed last week.

#### **Other items**

- Final design is ongoing for the reconstruction of Northview Road which is planned for 2018 & 2019.

#### **Streets Division**

- Asphalt patch work continues
- Spot and manhole repairs with hot mix continues
- Start to process leaves collected
- Sign installation/removal approved by Sign Review Committee continues
- Repair/replacement of knock downs (lights, signs, & traffic signals)
- Barricade requests
- Siren maintenance
- Leaf collection starts 10/16/2017
- City Fleet maintenance and repair
- Prepare equipment for snow and ice operations
- Continue to clean and televise sanitary/storm City sewers
- Sweepers continue to sweep City streets
- Continue to repair catch basins, manholes and storm sewer lines, setup equipment for leaves

#### **Transit**

- New Air Conditioning Unit is installed at Badger Drive Facility.

- Security upgrade projects at the Transit Center are to begin in November
- Two buses are on order with delivery prior to the end of 2018.
- Route 2 will come off long term detour when Arcadian Ave. reopens in the near future.

### **Clean Water Plant**

- Annual rate study ready to submit to Board for review.
- Completed effluent toxicity sampling for permit renewal.
- Met with DNR regarding future permit conditions.
- Met with Water Quality Association and consultants for planning chloride reductions from water softening.
- Working on DNR Discharge Monitoring Report for September.
- Annual pump station wet well flushing complete with garage crews.
- UV disinfection done for season.
- Continuing final conversion of telephone to radio for pump station communication.
- Continued testing of alternative for phosphorus removal chemical.