



## 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: April 12, 2019**

#### City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Bruce Gay, Marquise Vasquez, Rich Abbott, Fred Abadi, Chief Howard, Ron Grall, and Chris Pofahl.
- Held regularly scheduled monthly meetings with Aldermen: Ald. Wells and Ald. Pieper.
- Participated in the Redevelopment Authority meetings where interviews were conducted for the Delafield Street property
- Held a Department Director's meeting for all Directors
- Participated in a meeting with a business owner on Northview Road regarding some concerns with the road project
- Participated in a meeting regarding a potential development project
- Participated in a visit to BSI to review possible furniture options for the new City Hall
- Along with the Mayor, met individually with the newly elected Council Members (Elizabeth Moltzan, Leonard Miller and Rick Lemke) to begin their orientation process
- Participated in a meeting on purchasing and bidding policies as we work to update all of our City financial policies.
- Met with the President of Carroll, Cindy Gnadinger to discuss a possible partnership.
- Participated in a conference call with BWBR, architects on the City Hall project, as the planning for the new City Hall continues
- Participated in the Waukesha County Center for Growth Board of Directors meeting

#### Upcoming Meeting Dates:

- Mayor's Celebrate Waukesha Breakfast
  - Tuesday, April 23<sup>rd</sup>, 7:30am-9am at Tuscan Hall. Please RSVP to Rebecca at (rpederson@waukesha-wi.gov)
- One-one-One meetings with Aldermen, Kevin & Mayor (next 2 weeks):
  - Ald. Lemke- Wednesday, April 17 at 3pm
  - Ald. Perry- Thursday, April 18 at 3pm
  - Ald. Johnson- Monday, April 22 at 5:15pm
  - Ald. Manion- Thursday, April 25 at 8am
  - Ald. Cummings- Friday, April 26 at 10am



## Clerk/Treasurer

- The Municipal Board of Canvass met on April 4<sup>th</sup> to certify election results from the Spring Election for the following local seats. Terms for these aldermanic seats begin April 16, 2019 and end April 18, 2022:
  - Ald. Dist. 1 - Terry Thieme *\*seat declined and will be filled at the May 7<sup>th</sup> Council meeting*
  - Ald. Dist. 4 - Joe Pieper
  - Ald. Dist. 5 - Peter Bartels
  - Ald. Dist. 8 - Beth Moltzan
  - Ald. Dist. 9 - Kathleen M. Cummings
  - Ald. Dist. 11 - Leonard Miller
  - Ald. Dist. 12 - Aaron D. Perry
  - Ald. Dist. 14 - Rick Lemke
  - Ald. Dist. 15 - Cory J. Payne
- The city-wide turnout at the Spring Election including absentee was 37%.
  - Top 3 turnout by location:
    - Fire Station #5, District 14 – 40.6%
    - National Guard Armory, District 10 – 37.2%
    - Ascension Lutheran Church, District 13 – 33.4%
- During the two weeks before the election, 1,140 voters came to City Hall and voted in-office by absentee ballot (55% of total Absentee). The total number of absentee ballots processed on Election Day was 2,075.
- Over \$9 million dollars was collected during the month of March for the second real estate tax installment due March 31<sup>st</sup>. Payment methods were as follows: 677 counter payments made at City Hall, 608 payments made at Waukesha State bank, 1,559 mailed payments and 316 payments were made online. Settlement with the other taxing jurisdictions for their proportionate shares of our collections is done on the 15<sup>th</sup> of every month.
- 1,517 dog licenses and 175 cat licenses have been issued through March 31<sup>st</sup>. Any pet owners renewing their licenses after April 1<sup>st</sup> will incur a \$5 late fee.
- Alcohol license renewals were due April 5<sup>th</sup>. There are still approximately 26 of 147 licensed establishments that have not completed the renewal process to date. Those submitting renewals after April 5<sup>th</sup> will pay a 10% late fee. Licenses expire June 30<sup>th</sup>.

## Finance

- One project the Department is working on is reviewing and updating the City's financial policies. Once ready, these policies will come before Council for review and approval.

## Parks, Recreation and Forestry

- The Summer Activity Guide is out! View all the summer events and activities that are being offered: <https://waukesha-wi.gov/462/Activity-Guides>
- The Department is organizing the Earth Day parks and Downtown clean-up. You can volunteer by forming a team and signing up for an area. The clean-up will take place on Saturday, April 27 from 9am-noon. <https://www.signupgenius.com/go/4090c4cafae2ea2f85-20193>

## Public Works

### Engineering Division:

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

- The Contractor has completed the sanitary sewer work in the park, the sanitary sewer in Bethesda Ct. and the majority of the storm sewer work.
- This week and continuing into next week the contractor will be working on the water main in Dunbar Ave. And also possibly finish the storm sewer work on Prospect Court.

#### **Northview Rd Utility and Street Improvements Phase II**

- Last week the contractor completed the remaining asphalt pavement milling on the west end of the project and began stripping topsoil from the roadside ditches mid-week. They also started the excavation and grading for the new roadway pavement structure, starting on the east end of the project. They have graded and have rough base course material placed to just east of Pebble Creek. The contractor has also been hauling the excavated material from Northview Rd. to Meadowview Park, and have started preparing areas for filling around the park site.
- This week the contractor's primary focus will be to continue the grading and rough base course placement working from east to west through the project. Within the next 1-2 weeks the contractor is hoping to be complete with rough grading throughout the Northview Rd. project limits.
- **Northview Rd. remains closed to through traffic, and is for Local Traffic Only.**

#### **Pump Station Upgrades at Milky Way Rd., Springbrook North**

- The contractor has begun work at the Springbrook pump station site. The demolition of the existing station is complete and they are beginning to install the new piping and equipment.

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

- This project is on hold until spring.

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

- This week's work:
  - Continued tunneling operations at the Madison St./Joellen Dr. intersection shaft. Tunneling is headed towards the Joellen Dr./American Ave. shaft. Approx. 500 feet of tunneling completed.
  - Continued excavation at shaft in Lowell Park. A rock blast was set off on Thursday.
  - Installed water service, large diameter storm culvert, and new sanitary interceptor sewer crossing W St. Paul Ave between Harris-Highland Dr. and S. Moreland Blvd.
  - Placed temporary asphalt on south side of W St. Paul Ave. to allow traffic to reopen later over the weekend
- Next week's work:
  - Continue tunneling operations from the Madison St./Joellen Dr. intersection shaft towards the Joellen Dr./American Ave. shaft
  - Continue excavation at shaft in Lowell Park. One final rock blast is tentatively scheduled for later in the week. Those nearby will experience a low rumble when a blast is set off.
  - Begin sanitary interceptor sewer installation on S. Moreland Blvd. at W. St. Paul heading to the north. Water lateral work and sanitary lateral work will also be completed. This will require the closure of the southbound lane on S. Moreland Blvd. between Motor Ave. and W. St. Paul Ave. with southbound traffic rerouted to the northbound lanes (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.

- The road closure on W. St. Paul Ave. between S. Moreland Blvd. and Harris-Highland Dr. is scheduled to reopen to traffic later in the day on Sunday (4/7) with traffic 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.
- 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.
  - Beginning on Monday, April 8, the southbound lane on S. Moreland Blvd. between Motor Ave. and W. St. Paul Ave. will be closed with southbound traffic rerouted to the northbound lanes which will be set up to carry both southbound and northbound traffic. Access to homes for emergency vehicles and residents will continue to be maintained in the closed section.
- 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**

- Demolition will start at 310 Delafield St. mid-April. WE Energies has been delayed with the service disconnections.

#### **Clean Water Plant:**

- DNR Discharge Monitoring Report submitted for March.
- Report for phosphorus pilot study received, engineers incorporating into their final report for phosphorus treatment alternatives.
- Second coordination meeting with the Great Water Alliance program on surge analysis for return flow pump station and pipeline held at CWP.
- Preliminary DNR permit meeting held.
- Developing site safety & health plan for West Ave. Landfill.
- Scheduled confined space entry practice with Fire Dept. for April 22.
- Preparing for UV disinfection season.
- Preparing for spring bio-solids land application.
- Semi-annual flow meter calibrations completed.
- Operator position opening due to a retirement.
- Looking for summer help.

#### **Transit:**

- Two new 2019 Fixed Route Buses (Buses 174 & 175) began service at the end of March.
- The three remaining 2004 Fixed Route Buses have been decommissioned and sold to the City of Wausau.
- Route 9 and Route 6 schedule and routing modifications took effect April 1st.
- Tire Lease Invitation for Bid was released and bids are due April 16th. This lease provides tires for all of the buses. Leasing tires is much less expensive than purchasing the tires.
- Kickoff Meeting for the joint City/County Transit Development Plan was held on April 10th.

- A new bus advertising sales firm, Houck Advertising, took over the bus ad sales function on April 1st.
- Security cameras have been installed at the Badger Drive facility. This completes a series of security upgrades at both Transit facilities.
- Metrolift Bus 149 has been decommissioned due to major mechanical issues.