



## 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: April 27, 2018**

#### City Administrator Highlights

- Participated in the Leadership Class service project at the Hope Center and held the final session of the City employee leadership class. The 11 participants of the class will be presented with graduation certificates at the City Council meeting on May 15.
- Participated in a check-in call with the City Hall architects as we prepare for Workshop #2 (details below)
- Hosted a meeting for Waukesha County City Managers through the Wisconsin City Managers Association.
- Along with HR and Finance, held a kick-off meeting with the Hays Companies who are our new health insurance consultants.
- Attended the yearend review meeting for the Waukesha Employee Health Clinic.
- Attended the monthly development meeting with Community Development and Finance.
- Held discussions regarding the Mindiola Park proposal.
- Held a Director's Meeting.
- Held regularly scheduled meetings with Fred Abadi, Chris Pofahl, Ron Grall, Chief Howard, and Chief Jack.

#### Key Upcoming Meeting Dates:

- **Wednesday, May 2, 7:30am-9am, Tuscan Hall:** Celebrate Waukesha Breakfast on the Opioid Crisis (RSVP to Sally at SKahlfel@waukesha-wi.gov)
- **Wednesday, May 2, noon-1:00pm, Room 207:** As part of City Hall Workshop #2 Aldermen are asked to participate in a session on the Council Chambers. What should be priorities in the Council Chambers (functionality, design, etc.). Lunch will be provided (RSVP to Rebecca)
- **Thursday, May 3 from 1pm-2pm, Room 207:** As part of City Hall Workshop #2 Aldermen are invited to this presentation by the architects which will be a summary of what was discussed and decided upon at Workshop #2. There will also be time for comments and feedback.
- **Thursday, May 3 from 6pm-8pm, Council Chambers:** You are encouraged to attend the Public Open House on the City Hall project.

#### Assessor

- Assessment notices were sent on Friday, April 27 to those with changes in their assessments.



- Open Book to meet with Assessing staff is April 30, 2018 through May 4, 2018 for any homeowners that would like to discuss their assessments. The formal Board of Review will be held Monday, May 14, 2018.

### **Clerk/Treasure Updates**

- Collections for the 2<sup>nd</sup> tax installment due March 31<sup>st</sup> totaled over \$8.2 million. Online payments were approximately \$469,000 of that total. Most of the remainder were received by mail to our office.
- Payment has been made to School Board for the annual mobile home lottery credit with the report filing.
- Sandee Policello attended a Metro Municipal Clerk's Association meeting on April 19<sup>th</sup>. Speaker, Georgeann King, Agent from the Alcohol and Tobacco unit of DOR presented on alcohol licensing updates.
- Staff has completed recording voter participation and entering registrations from the Spring Election.
- Staff continues to receive, review and process alcohol license renewal applications.
- The season for Special Events and Neighborhood Block Parties applications is beginning. Applicants should apply for a Neighborhood Block Party at least 14 days prior to their event to avoid a \$25 late fee. The application can be found on the City website: <http://www.waukesha-wi.gov/DocumentCenter/View/4645>. Applicants requesting to have alcoholic beverages at their block party still require Alderman approval. Alderman can either sign the paper application or send an email approval to [clerktreas@waukesha-wi.gov](mailto:clerktreas@waukesha-wi.gov) to authorize consumption of alcohol.
- Gina Kozlik attended a vendor presentation on record digitization with IT and Community Development staff.

### **Community Development**

- Small business week is April 29-May 5. As a City, we thank these entrepreneurs and small business owners who contribute to our economy by bringing growth and innovation to our community

### **Parks Department**

- The Earth Day clean-up has been rescheduled for Saturday, May 5. You are encouraged to form a team and sign up to volunteer: <http://www.signupgenius.com/go/4090c4cafae2ea2f85-20182>
- Pool passes are now available.

### **Public Works**

#### **Engineering Division:**

#### **The following projects have been designed and are out to bid**

- Area 5 (Hospital Area) Flood Mitigation
- 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:**

- West bound E. Moreland Bridge Rehabilitation

- 2018 Asphalt Pavement Resurfacing
- Water Utility W. Main Street Project
- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail
- 2018 Electrostatic Painting along Fox Riverwalk
- 2018 Asphalt Street Repairs
- Dumpster Enclosure in Parking Lot #3

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

- Alley #100 Reconstruction (west of Oakdale Rd south of School Dr) - Anticipated start in May
- 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
- 2018 Historical Lighting Upgrades - Anticipated start in late April
- City DPW crews have been working on upgrading lights in public parking lots downtown.

**South Street and Gaspar Street Utility and Street Reconstruction**

- Construction started March 5.

**April 20, 2018**

- Despite the winter weather last week, the contractor was able to complete more items around the project. They were able to continue the storm sewer placement along Gaspar Street, as well as continued work on water services along Gaspar. In addition to the Gaspar St. work, the contractor continued the water main replacement along South St., and should have the main complete by the end of the week.
- This week the contractor will wrap up the water services, and remaining storm sewer along Gaspar Street. They will also be looking to begin and potentially complete the water services along South St. in addition to the Gaspar St. work as well. With the underground utility work wrapping up along Gaspar St., the contractor will begin the pavement removal and new roadway grading and base course placement on Gaspar St. once the underground work is complete (likely Tuesday/Wednesday). They will begin the pavement removals starting on the north end of Gaspar St., and will be working their way along Gaspar St. to the south towards South St. The contractor will keep access to the Avalon Square driveway along Gaspar St., however, the access direction will be changing through the week. During the underground utility work on Monday (maybe into Tuesday), access will be limited to the north direction (W. Main St.). Once the pavement removal begins on the north side, access to the Avalon driveway will change to the south direction (West Broadway) until the contractor completes the removal and new base course (gravel) placement in the northern section. Once that is complete, they will begin the removal and gravel placement south of the driveway, and access will be limited to the north direction (W. Main St.).
- As the contractor moves south along Gaspar St. with the pavement removal and new base course placement, they will arrive at the West Broadway/Park Pl intersection, and also the removals along Park Pl. While the contractor is completing the removals and grading of this area (1-2 days), access to the Avalon Square main entrance, and Municipal Lot #9 will be available via South St. from N. Barstow St. The contractor will be working quickly to minimize this restriction, and reopen the West Broadway connection to the parking lot and Avalon Square entrance. Also occurring next week, the contractor will be sawcutting within the project limits to prepare for the roadway

removals, and also setting up the temporary lighting system that will be utilized for the remainder of the project. With the roadway grading beginning next week, and the underground utility work wrapping up along the project, the project limits will be extremely active. Please use caution while accessing destinations within the work zone. As a reminder, in order to provide the contractor with enough space to complete the work, and maintaining access to locations within the project limits, there is no on-street parking within the signed work zone/street closures.

All of the dates and time are subject to change and are weather dependent.

#### **Northview Road Reconstruction - Phase 1**

- Construction started April 19.
- Last weeks winter weather did happen to push back some of the construction activities, however, the contractor was able to set up the traffic control throughout the project as well as, began some of the tree removals along the project. **Northview Rd. is now closed to through traffic from Patrick Lane to N. Grandview Blvd.** The work zone remains available for **local traffic only** to access properties along Northview Rd., all through traffic should obey the traffic control in place.
- This week the contractor will be completing the erosion control setup throughout the project, continuing the tree removals and also will be mobilizing, and starting the new storm sewer placement in the area of Pebble Creek (west end of the project). They will be starting the storm sewer work in this location, and working their way to the east as the project moves forward. Also occurring within the work zone are private utilities completing utility relocations and replacements. The private utilities are also moving throughout the project from a west to east direction in order to stay ahead and out of the way of the roadway storm sewer work.

#### **Motor Avenue and Fairview Avenue Utility and Street Reconstruction**

- The contractor started sewer televising, cleaning and installation of sewer lateral cleanouts.
- With the unexpected snow over the weekend and the snow on Wednesday, the City of Waukesha's contractor has delayed their start until Monday April 23. The tentative plan for the contractor is to begin with sanitary main and lateral work near the intersection of Motor and Fairview on Monday. Tuesday they will finish all sanitary work at the intersection and begin watermain in the intersection of Mountain Avenue and work back towards the intersection of Motor and Fairview.

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 (St Paul to Dopp St)

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

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

**Transit:**

- Had the Police conduct an update to the Transit Threat and Vulnerability assessment and discussed future training opportunities.
- Vendor is working on adding buildings added to City wide door access program.
- Received tentative production schedule for 2019 buses on order which would have the buses delivered in March next year.
- Continue researching available paratransit vehicles for future purchase.
- Route 9 is now detouring Northview Rd. west of Grandview Blvd and Pebble Valley Rd. south of Woodburn due the Northview road project.

**Clean Water Plant:**

- Preparing April DNR Discharge Monitoring Report.
- Annual Plant Inspection Report received from DNR, no deficiencies noted or actions required.
- Kick off meeting held with consultant for Focus on Energy beneficial Bio-gas Utilization Study.
- Staff Lockout/Tagout safety training held.
- Plant hosted staff from Ames Iowa for a tour of improvements.
- Anticipating spring land application of bio-solids now that snow is gone
- One of two clarifier rebuilds underway.
- Continuing work on WPDES permit renewal with the Great Water Alliance program.
- Starting procedure for adoption of Lake Michigan Return Flow Rates.