



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: August 14, 2020

City Administrator Highlights

- Held EOC Staff meeting to discuss City operations related to COVID-19.
- Worked with Departments on release on the 2021 CIP
- Held a Recognizing and Understanding Implicit Bias training for all City Employees
- Held a meeting to discuss continued plans for the City's 125th Anniversary Celebrations scheduled for 2021.
- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Gina Kozlik, Diane Gard, Chief Thompson, Chief Howard, Fred Abadi, Ron Grall, and Chris Pofahl.
- Held our twice a month Department Directors meeting.
- Attended a virtual meeting with the new Waukesha Schools Superintendent James Sebert and Andrew Thielke from the County to discuss our shared partnership for the Waukesha Employee Health Center.

Clerk/Treasurer

- The Clerk's office ran the election on Tuesday, August 11 and has begun preparations for the November election.
- Residents are encouraged to register to vote, request an absentee ballot or update their voter information online so they are ready for the November election. <https://myvote.wi.gov/en-us/>

Finance

- The 2021 CIP and Budget processes are underway.
- The Draft 2021 CIP book was released on Tuesday, August 11.
- The Draft 2021 Budget Book is anticipated to be released on September 16, 2021.

Parks/Recreation and Forestry

- Don't miss the Drive-In Monday Night Movie featuring Toy Story 4 on August 17. One registration is required per vehicle by August 14. <https://wi-waukesha.civicplus.com/1521/Drive-In-Movie>
- The remainder of the Tribute Tuesday concerts, remainder of the Civic Band concerts, Jazz Express concerts, Neighborhood Beer Gardens, Oktoberfest, and Operation Honor: A Salute to Veterans have been cancelled.
- Alternative plans are being developed for reimagined community wide events, such as themed walks, drives, and virtual activities.
- The Fall Parks, Recreation, and Forestry Activity guide will be published the end of August.



Public Works

Engineering Division:

New City Hall

- This week the contractor was able to complete most of the exterior stone work on the South Elevation and have begun to wrap around to the west. They have begun to install tile and ceiling grid on the 3rd floor. The steel for the Transit Center Canopy has been completed.

Artificial Turf Field installation at Mindiola and Frame Park

- Last week the contractor finished the storm sewer work and began on the retaining wall needed near the dug outs.
- This week they will begin work of the outfield under-drain system and the subsurface prep in the outfield for the artificial turf.
- The parking lot near the ball diamond is closed until the project is complete.

Banting and Mindiola Park Parking Lots and Heyer Park tennis Court Improvements

- Last week, the contractor undercut and fine graded the base for Banting and Mindiola parking lots.
- Last week, the contractor is finished paving the binder course of asphalt pavement at Banting, Mindiola and Heyer.
- This week, the contractor is working on restoration around the parking lots including placement of topsoil.
- Next week, the contractor plans to finish up restorations and place the asphalt surface course dependent on the weather.

Buchner Pool

- The contractor has completed removing some of the old foundations and surge tanks from the original Buchner pool that was hidden under the more current Buchner Pool building.
- The contractor began pouring the foundations of the new building and will continue with footing work this week, as well as pool demolition.

Meadowview Park Bridge

- The contractor this week began the project with silt fence installation for erosion control purposes. Next week they will begin mobilizing equipment and begin both the excavation for the pedestrian bridge abutments and water inlet adjustments to the bio-filtration basins.

• Closures/Access

Once the contractor begins excavation work within the park, the east side of the path loop will be closed to pedestrian access to maintain safety for users of the park. Please follow the signing/barricades regarding path closures. Access will be available to the west side of the path loop.

Woodfield Park Creek Grading and Restoration

- The majority of the grading and rock feature work has been completed for the Woodfield Park Dam removal and stream restoration project to return the stream to its natural state. The Contractor, RLP Diversified, still needs to finish up punch list work from the Wisconsin DNR grant reimbursement inspection a few weeks ago related to the stone features and also finish the remaining restoration and planting work.

2020 N Barstow Street Utility and Street Improvements

- Phase 1 of the project which includes the re-opening of Barstow between North St and W. Main St is complete.
- Last week and this week, the contractor poured new concrete sidewalk along Barstow St. from W. Main St. to South St., and also poured the concrete paver base along the east side of Barstow St. within that segment. The electrical subcontractor installed additional light bases and began the installation for the monotube type traffic signal bases. The structural soil for the new terrace trees along Barstow St. was installed this week in conjunction with the sidewalk work.
- Next week the sidewalk and concrete paver base pouring will continue along Barstow St. from Wisconsin Avenue to South St., and the electrical subcontractor will continue their installation of traffic signal bases and pull boxes both at the Barstow/South/West Broadway and Barstow/Wisconsin intersections.

Rueben Dr and Laura Ln area

- This week the contractor was able to finish all of the concrete work on the project.
- Mid next week the contractor is planning on removing all of the road to gravel, grade, and prepare the road for paving the following week (weather dependent). I will send a reminder email the day before they plan on removing the road.
- During this time, both Ruben Drive and Laura Lane are closed to Local Traffic Only.

Roberta Avenue and Tenny Avenue Utility and Street Improvements

- This week the contractor began the preparation/final terrace grading work along Tenny Avenue and will be continuing the final terrace grading and work around curb ramps through the week next week. Potentially late in the week the landscaping subcontractor may begin their final topsoil preparation work for the installation of sod.
- Traffic Control/Access
Roberta Avenue is closed to through traffic from East Avenue to Tenny Avenue, and Roberta Avenue is closed to through traffic from Oakwood Drive to Tenny Avenue (Including the Roberta/Tenny intersection). Access is available to residential driveways within the project limits.
- All the dates and times above are subject to change and are weather dependent.

Alley #32 (Newhall, Scott, Wilson, Grand) and Alley #31 (Wilson, Newhall, Grand, Garfield)

The Contractor started work the week of July 27th.

- Last week and this week the contractor completed all of the removals and excavation/grading work for the new alley pavement, and placed aggregate base course throughout Alley 31.
- Next week the contractor will be setting forms for the concrete alley pavement and complete any final fine grading of the base course. Later in the week the new concrete alley pavement will be poured along Alley 31.
- The contractor is anticipating closing/starting pavement removals along Alley 32 starting on Monday 8/17.

2020 Asphalt Street Resurfacing & Area 1 & 2 Flood Mitigation

The City of Waukesha 2020 Resurfacing project began on July 13, 2020. Rolling Ridge area:

- This week the City's contractor was able to complete the University Dr, Yorkshire Ct, and Aberdeen Ct box culvert crossings. They are also continuing on repairing sanitary manholes and storm sewer inlets throughout the project.
- Next week the contractor will continue working West with the box culverts starting with Wellington Ct. The concrete curb and sidewalk will also continue to the West of Devonshire Ct.

Clean Water Plant:

- Received approved Financial Assistance Agreements and Resolutions required to close on the Clean Water Fund Loans for Return Flow and Phosphorus upgrades.
- Pre-construction meeting was held for CWP Return Flow Pump Station and Phosphorus upgrade.
- Confined space entry practice held with Fire Department.
- Re-issued agreements to water softening companies to re-start the softener optimization program for high water users and service calls.
- Severe storms caused power outages at nine lift stations on August 9 and six on August 10, CWP staff responded with generators with no known incidents.

Transit:

- The following changes to Waukesha Metro continue due to the COVID-19 pandemic
 - Fares are still suspended and able bodied passengers are to use the back door to enter and exit until driver shields on order on installed.
 - Capacity on the bus is 10 passengers at one time
 - Unlimited riding/joy riding is suspended.
 - Lost and found is limited to only essential personal items.