



CITY ADMINISTRATOR

201 DELAFIELD STREET
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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: September 28, 2018

City Administrator Highlights

- Along with the Mayor, met with Ald. Wilke to welcome her to her roll and to review the Council Handbook.
- Along with Kailey Anderson from Human Resources, participated in employee training sessions on the new performance measurement system.
- Met with the President of Carroll University to discuss the Mindiola Park project.
- Attended the Employee Health & Wellness Center Advisory Meeting.
- Met with the Fire Chief and HR to discuss the Fire Department contract negotiations.
- Along with Rebecca Pederson, held our second Employee Leadership class of this session. There are 10 employees participating from Departments across the City. This is our 4th leadership group.
- Held a Department Directors meeting.
- Attended meetings with Developers to discuss potential development sites in the City.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chris Pofahl, Ron Grall, and Chief Howard

Clerk/Treasurer Updates

- National Voter Registration Day was September 25, 2018. The Clerk's Office received 162 new voter registrations that were completed using the MyVote.wi.gov website. The link for MyVote is: <https://myvote.wi.gov/en-us/>. Facebook is also promoting Turbovote.org which does take you to the MyVote website if you are a Wisconsin resident.
- Postcards will again be mailed to all households effected by the poll location changes made this summer. The Polling Location for District 12 - Wards 30 & 31 is being moved from the new Fire Station which we used in August to St. John Neumann next door (Hwy 59 & Genesee Road.)
- As required by state law, Special Voting Deputies will be visiting our 9 Residential Care Facilities beginning October 15, 2018. The schedule may be found on our website at: <https://waukesha-wi.gov/DocumentCenter/View/8461/Nursing-home-schedule---SVD-assignments-11-18>.
- A Reserve "Class B" Beer & Liquor Combo was issued to Chef Jack LTD for Historic Courthouse 1893 located at 916 North East Avenue. This is the first "Reserve" issued for the 2018-2019 Liquor License year. A Reserve Liquor License is \$10,000 in addition to the normal licensing fee of \$651.
- The Pre-testing of the election equipment to be used during in person absentee and on Election Day was completed Tuesday, September 25th. The tabulating devices will be again tested at the Public Test scheduled for October 29th.



- The Wisconsin Election Commission voted at its meeting Tuesday to move up the timeframe for mandatory audits of random wards by municipalities to be completed before candidate certification. The reimbursement by the State for completing these hand count audits remain the same at \$300 per ward. Audits will now need completion by November 28th.

Community Development

- **Scarecrows**- Scarecrows have been installed on light posts downtown by businesses and will remain until November 1st. Community Development acquired wood from Home Depot (Sponsor) and participating businesses downtown put together their own scarecrows.
- **Wauk-Tober** – On Saturday, October 13 from 5:30pm-8:30pm a wine/beer walk will be held downtown with 14 participating business locations. Tickets are needed for the event and can be purchased here: <https://bit.ly/2QnAsMC>

Finance Department

- The 2019 budget process is in full swing with the Operating Budget Book being released.
- The Operating Budget kick-off took place at the Finance Committee on September 27. The Budget comes before the Council on November 8th.

Human Resources

- All employees and supervisors have been trained on the new performance evaluation system and process. The system is now live.

Parks, Recreation and Forestry Department

- Howl-O-Ween, an un-haunted Halloween event for kids, is on October 12 from 6-9pm (<https://waukesha-wi.gov/1522/Howl-O-Ween>)
- Operation Honor: A Salute to Veterans is being held on Saturday, November 10 at the Schuetze Recreation Center (<https://waukesha-wi.gov/1528/Operation-Honor>)

Public Works Department

Engineering Division:

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

- Pump Station Upgrades at Milky Way Rd, Springbrook North, and Pearl St
- 2018 South Street Ramp Phase 1 Repairs - Anticipated start in late September
- 2018 S. West Ave Sanitary Sewer Lining - Anticipated start in late September
- Dumpster Enclosure Lot 4 - Anticipated start October 1
- Concrete Pavement Joint Sealing - Anticipated start in late September
- West bound E. Moreland Bridge Rehabilitation - Anticipated start in mid September

Greenmeadow Sanitary Interceptor Sewer

- Last week the contractor continued preparation work for the bypass force main in the easement at GE Power and Water and began installation of dewatering wells in Lowell Park.
- This week the contractor will install the bypass force main in the easement at GE Power & Water and continue the installation of dewatering wells in Lowell Park.
- Streets with restricted access for the next week:

- Eastbound traffic on W St Paul Ave between Harris Highland Dr and S Moreland Blvd will be shifted over slightly to accommodate the work at GE Power and Water. At least one lane in each direction will be maintained.

S Prairie Ave Utility Improvements

- Last week the City's contractor began replacing the sanitary sewer main on S Prairie Avenue.
- This week the contractor will continue relaying the sanitary sewer main.
- During this time, S Prairie Avenue will remain closed (Local Traffic Only).

Sunset Drive Pavement Patching and Diamond Grinding

- Last week the contractor removed panels in the two outside lanes which were in poor condition and poured the new concrete panels.
- This week, the contractor switched traffic to the outside lanes and begin removing panels and began pouring on the two inside travel lanes.

S East Ave and Garfield Ave Sidewalk Replacement

- Last week the contractor began removing deficient curb and gutter and sidewalk throughout the project. They also began pouring the new curb and gutter and new sidewalk.
- This week the contractor will finish the placement of curb and gutter and sidewalk.
- During this time, both S East Avenue and Garfield Avenue will remain open to traffic.

Demolition and Asbestos Abatement of 201-310 Delafield St

- The City of Waukesha purchased the strip mall in March 2018. The City received a grant from the WEDC to assist in the asbestos abatement and demolition of the building in the fall of 2018. The City is working with developers on a redevelopment plans to assist in determining the highest best use of the property and to redevelop the property into a tax generating commercial/mixed use development.
- The asbestos removal is complete. The contractor will install a fence this week to protect the site during demolition.
- The demolition will begin by the end of this week.

2018 Concrete Sanitary Sewer Lining

- Last week, the contractor lined the last section of sewer which runs beneath Interstate 94.
- This week the contractor will rehabilitate the last remaining sanitary manholes and grout two laterals along Silvernail Rd.
- Streets with restricted access for the next week:
 - Silvernail Rd will have short term work in the terrace area west of Marshview St to accommodate the lateral grouting operations. Sections of the westbound outside lane may be closed. At least one lane in each direction will be maintained.

Northview Road Reconstruction - Phase 1

- Despite some wet weather last week the contractor was able to continue with pouring additional concrete pavement this week, and also continued the water main construction on the far east end of the project. The contractor completed the paving of the center turn lane(s) between Tallgrass Cir. and Emslie Dr. and is completing the final pavement preparation on the remaining south side today. They are also completing some rip-rap placement on the far west end of the project as well.

- On Monday (9/24) the contractor will be pouring the south side of the Northview Rd. through lane and shoulder pavement. The contractor will be looking to complete the paving the entire length of the project from just west of Tallgrass Cir. to the eastern reconstruction limit. There will be a couple points of access restrictions with this paving operation. First off, all the driveways on the south side of Northview Rd., adjacent to the new concrete pavement will have no access during the paving operation, and access will remain restricted through the week. With the paving occurring right away Monday morning, all vehicles that you plan on using in the next 1-1.5 weeks, need to be removed from driveways, and parked along adjacent side streets **beginning on Monday 9/24 at 6:00 am.** (Access will be available over this weekend, but please plan accordingly to remove vehicles before 6:00am Monday). The second item to note, is that **access from Tallgrass Cir. to Northview Rd. (And vice-versa) will be closed during the paving operation, and through the week until concrete cure time is achieved.** Because of the length of paving scheduled, the contractor will be starting up equipment 1 hour earlier than normal on Monday (6am) and will be beginning paving operations at roughly 6:30am. Also, please note, that there again will be late night saw cutting of the concrete pavement the day that the south side pavement is poured. This is a required process with concrete pavement, and the cutting must be done within a specific window of time. The contractor will work quickly to complete the cutting as soon as possible. We apologize in advance for the anticipated noise, however, this should be the last occurrence of long, late night duration saw cutting on the project.
- Once the cure time is achieved (mid-week) on the pavement poured on Monday, the contractor will be pouring the curb and gutter, as well as, new driveway approaches adjacent to the south side properties. By stacking these operations back to back, the south side property driveway access restriction will continue through the week until the cure time is also achieved on the curb and gutter and driveway aprons. The positive of this is that once the aprons are complete and cure time is achieved, there will be no further restrictions to the south side driveways. Depending on weather and timeline, the contractor may also begin the curb and gutter and driveway apron pouring for the north side properties as well. Once this work begins, the north side driveways will again have an access restriction, but I will provide a more updated schedule and exact timeframe when this work is specifically scheduled. Please keep it on your radar.
- In addition to the south side through lane pavement, curb and gutter, and driveways, the contractor will be pouring the new pavement within the Emslie Dr., University Dr., and Tallgrass Cir. intersections. They will still be maintaining access across Northview Rd. at University Dr. through the paving operations, and will also keep an area of access to the north side pavement at Emslie Dr. as well. There will be multiple concrete crews on site next week, and a lot of moving parts, so please use caution while traveling through the changing work zone.
- The contractor will also be completing the remaining work on the water main and water services on the far east end of the project next week. They hope to have all of the water main items complete by the end of the week. They will allow for the restoration of the sidewalk, and pavement, that was impacted by the underground and utility work in this area.
- Next week, tentatively, the contractor may look to complete a sanitary sewer manhole repair, and corresponding concrete panel replacement around the manhole within the Northview Rd. and N. Grandview Blvd. intersection. This work will impact some turning movements for about a week or so. Once I have the official dates I will keep everyone updated, but this is work that is upcoming, and will have impacts to traffic for a short duration.

2018 Electrostatic Painting along Fox Riverwalk

- The contractor has completed the work on the welcome to Waukesha sign.
- The contractor is in this week finishing the painting on the rails of the Moreland Blvd bridge.

Water Utility W. Main Street Project

- Water main work on the project was completed last week.
- Last week and this week, sanitary sewer lining, electrical work for street lighting and traffic signal was ongoing.
- Through traffic continues to be prohibited within the project limits and local traffic to access businesses and residences will also be restricted at times, depending on the location of the active construction operations. Waukesha Police Department is on site daily to patrol and assist with monitoring traffic. The safety of both the working construction crews and the traveling public is a primary focus of the project and we appreciate your support in this effort.
- Dust control measures have been increased to water the site multiple times per day and sweep/vacuum problem areas necessary.

- **2018 Concrete Sidewalk Replacement -**
- The contractor continues to work on this Citywide project. They are currently working in the north east side of the City.

The following projects are complete with only punch list items remaining

- South Street and Gaspar Street Utility and Street Reconstruction
- Redecking for Pedestrian Bridges at Bethesda Park and Glacial Drumlin Bike Trail
- 2018 Concrete Pavement Patching
- 2018 Asphalt Street Repairs
- Dumpster Enclosure in Parking Lot #3
- Alley #100 Reconstruction (west of Oakdale Rd south of School Dr)
- 2018 Asphalt Pavement Resurfacing
- Motor Avenue and Fairview Avenue Utility and Street Reconstruction
- New Berlin Trail West Extension
- 2018 Historical Lighting Upgrades
- Fire Station #3 & Police Substation
- 2018 Spot Sealing
- Area 5 (Hospital Area) Flood Mitigation
- Sanitary Sewer Manhole Repair and Replacement

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

- Woodfield Park Dam Removal
- Meadowview Park Development
- Northview Road Phase II

Other items

- Location survey for this years projects
- Asbuilt surveys for completed projects

Clean Water Plant:

- August Discharge Monitoring Report submitted to DNR.
- Semi-annual Pretreatment report submitted to DNR.
- Facility Amendment Plan for Lake Michigan Return Flow submitted to DNR.
- Annual Effluent Toxicity (WET) testing completed for discharge permit.
- Sewage Overflow reported to DNR from sewer vacuum truck at CWP.

- Engineering proposals received for return flow pump station, phosphorus and plant upgrades.
- Staff toured Oconomowoc WWTP to view sand filter retrofit.
- Final Clarifier CIP project rehabilitation complete.
- Working on contracts with softening companies for softener optimization program.

Transit:

- Completed Transit Asset Plan with the assistance of SEWRPC.
- WisDOT conducted its onsite Transit Management review on September 26th. Final report will come out by the end of the year.
- Working on implementation of service changes that take effect October 15th.
- Executed grant agreement for funds for buses that will be delivered next Spring.