



## 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:** November 16, 2018

#### City Administrator Highlights

- Participated in training sessions at the Fire Department with a focus on the organization culture we are trying to create.
- Attended the Waukesha Center for Growth Board of Director's meeting.
- Attended a meeting regarding next steps in the City Hall project.
- Attended a meeting regarding next steps for the Mindiola project.
- Along with the Mayor, hosted a discussion with representatives from many City Departments on the homeless population downtown and ways the City can work with this population.
- Held Employee Leadership classes. There are 10 employees participating from Departments across the City. This is our 4<sup>th</sup> leadership group.
- Held regularly scheduled meetings with Bruce Gay, Rich Abbott, Fred Abadi, Chris Pofahl, Ron Grall, and Chief Howard.

#### Upcoming Date:

- Celebrate Waukesha Breakfast at Tuscan Hall on Wednesday, December 5 at 7:30am. Please contact Sally Kahlfeldt to RSVP, SKahlfel@waukesha-wi.gov

#### Clerk/Treasurer Updates

- In-Office Absentee voting took place from October 22, 2018 and continued through November 2, 2018. During that time 5,318 Absentee Voters came to City Hall (67% of Absentee). The total absentee ballots processed on Election Day was 7,948 with the help of 20 poll workers who also worked the Saturday before the Election to assemble and prepare ballots for processing.
- The Municipal Board of Canvassers met on November 6, 2018 to canvass the vote totals for the City's Advisory Referendum. The County Board of Canvass met November 13<sup>th</sup> and finalized Waukesha County election results.
- The average turnout of voters going to the Polls was 68%. Voters voting by absentee accounted for 22% of additional vote totals. Our overall turnout was 90%. The poll locations with the highest turnout were Prairie School, Fire Station #5, and the Elks Lodge.
- Applications have been mailed for the Rooming House Licenses. There are 12 Rooming Houses in the City of Waukesha. All applications have been returned. Inspections are required by the Fire Department, Building Services and the County Health Department. Rooming House Licenses expire December 31<sup>st</sup>, and will be mailed no later than December 19, 2018.



## **Human Resources**

- Donna Whalen has retired as the Human Resources Director. Peggy Kadrich, Deputy HR Director, is serving as the Interim Director. The City is currently working with a recruitment firm on the process of hiring a new Human Resources Director.

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

- Operation Honor: A Salute to Veterans was held on Saturday, November 10 at the Schuetze Recreation Center. Thanks to all who attended.

## **Public Works Department**

### **Engineering Division:**

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

- Pearl Street Pump Station Improvements
- Street Light Cabinet Replacement

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

- Polymer and Phosphorus Removal Chemical Bids
- Schuetze Recreation Center Floor Replacement
- Pump Station Upgrades at Milky Way Rd., Springbrook North, and Pearl St. - Anticipated start in December
- 2018 S. West Ave. Sanitary Sewer Lining - Anticipated start in Late November

### **Concrete Pavement Joint Sealing**

- This project is on hold until spring.

### **Dumpster Enclosure Lot 4**

- The walls have been completed and the contractor is currently working on installing the gates.
- The last items remaining is the placement of the doors and masonry wall cap.

### **Greenmeadow Sanitary Interceptor Sewer**

This week's work:

- Continued open cut sewer work through Lowell Park
- Continued the shaft work at the Madison St./Joellen Dr. intersection
- Continued horizontal directional drilling work north from the City Garage on Sentry Dr. and under the Fox River

Next week's work:

- Continue the open cut sewer work through Lowell Park
- Continue the shaft work at the Madison St./Joellen Dr. intersection
- Continue horizontal directional drilling work north from the City Garage on Sentry Dr. and under the Fox River

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 near GE Power and Water. At least one lane in each direction will be maintained.
- Because of area needed for shaft construction at the Madison St./Joellen Dr. intersection, traffic on Madison St. at Joellen Dr. is reduced to one way only westbound.

Streets that will have No Access:

- Joellen Dr. at Madison St. is closed.

**Demolition and Asbestos Abatement of 201-310 Delafield St.**

- Demolition has been completed and restoration work is ongoing with the trucking in of topsoil and placing of seed and mulch.

**Northview Road Reconstruction - Phase 1**

- Last week the contractor was able to continue grading work around the project, started the milling of the existing asphalt on the east end of the project, and continued topsoil, sod, and other restoration activities. We Energies was able to complete their gas main work on the north side of Northview Rd., and AT&T wrapped up their underground manhole placement near Emslie Dr.
- This week the contractor will continue final grading throughout the site, continue placing topsoil and sod, and begin other final elements on the project. The asphalt paving work that was scheduled this week was pushed back due to falling temperatures, but they will be looking to work areas of asphalt in later this week, especially if the weather improves. This will be a bit of a fluid element based on the weather and I will keep everyone updated as soon as it is scheduled. Permanent signing and pavement markings will also be a goal to work in throughout the week next week as well.

**Water Utility W. Main Street Project**

- The contractor had multiple crews on site last week and this week working on grading, street light conduit, bases and pull boxes and traffic signal. All of the mainline roadway concrete work, including curb and gutter is complete. Concrete sidewalk in areas of street light / traffic signal work is still ongoing. Pavement markings will also be installed this week.

**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
- 2018 Electrostatic Painting along Fox Riverwalk
- 2018 South Street Ramp Phase 1 Repairs
- West bound E. Moreland Bridge Rehabilitation
- S. East Ave. and Garfield Ave. Sidewalk Replacement
- 2018 Concrete Sanitary Sewer Lining
- 2018 Concrete Sidewalk Replacement
- S. Prairie Ave Utility Improvements
- Sunset Drive Pavement Patching and Diamond Grinding

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

- Woodfield Park Dam Removal
- Meadowview Park Development
- Northview Road Phase II
- Dunbar, Bethesda, Prospect Utility and Street Improvements

**Other items**

- Location survey for next year's projects
- Asbuilt surveys for completed projects

**Clean Water Plant:**

- Contract approved to hire Jacobs as the engineering firm for CWP Return Flow Pump Station, Phosphorus, and Facilities Enhancements.
- Board of Public Works approved 2019 Sewer Rate and Connection Charge.
- Board of Public Works approved August 2018 Facilities Amendment Plan.
- Started fall bio-solids land application.
- Staff attended annual State Wastewater Operators Conference.
- Annual chemical bids for CWP approved by Board of Public Works.
- Presentation given to WI American Public Works Association conference highlighting our Project of The Year Award.
- Industrial Pretreatment Program audit performed by WI DNR.
- October Discharge Monitoring Report submitted to WI DNR.
- Annual crane and hoist safety inspections completed.
- Annual Permitted Industrial user inspections begun.

**Transit:**

- Starting application process for new CMAQ funds for new Metrolift vehicles.
- Two new Gillig Fixed Route Buses will arrive around Thanksgiving. Will be in service in early 2019.
- Planning for Proposed Schedule and Routing Changes that would be effective January 7, 2019.
- A Public Hearing will be held at the Transit Commission December 6th meeting to hear comments on the elimination of Route 16 and other minor reductions effective January 7, 2019. The Route 16 operates to the Easter Seals facility on weekday mornings and has seen a significant drop in ridership. Easter Seals has informed Transit that they will no longer operate the program that the Route 16 was designed to serve in 2019.
- Proposed reductions to create greater ridership efficiencies on Waukesha County Transit Routes 901 & 905 are proposed to take effect January 2, 2019. The reductions include eliminating 2 eastbound trips and 4 westbound trips. A Public Hearing will be held at the County Courthouse on November 30th.
- Starting WisDot Mass Transit Assistance Grant Application for 2019.
- New tire changers for the Maintenance Shop have been installed and are in use.
- Security cameras for the Badger Drive Admin. & Maint. Facility are on order and are scheduled to be installed by the end of the year.