



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: November 2, 2018

City Administrator Highlights

- Spoke at the Rotary Club regarding the Mindiola Park Project
- Held a Department Directors meeting.
- Participated in a "Managers on the Move Workshop". This workshop was required for all mid-level managers in the City and focused on employee health and wellness. It was led by an outside speaker associated with HealthStat, the company running our employee clinic.
- Hosted a breakfast for City Managers in the region as part of my role on the Wisconsin City/County Management Association Board.
- Hosted a Budget Open House at Roots coffeebar downtown. The goal of the workshop was to be available to the public for them to ask questions and learn about the budget.
- Attended a quarterly meeting held to discuss projects among Parks, Rec., Forestry, Public Works, and Community Development.
- 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 our fifth Employee Leadership classes of this session. There are 10 employees participating from Departments across the City. This is our 4th leadership group.
- Attended the Alliance for Innovation, Big Ideas Conference, on October 25-27 which is a local government conference that brings City Administrators together from across the country.
- Held regularly scheduled meetings with Rich Abbott, Fred Abadi, Chris Pofahl, Ron Grall, Chief Howard, and Nancy Faulk.

Clerk/Treasurer Updates

- In-Office Absentee Voting started on October 22, 2018 and goes through November 2, 2018 at City Hall from 8 am to 4:30 pm,
- Through November 1st, the Clerk-Treasurer's Office issued 3,039 absentee ballots via mail and had 4,381 people vote in-person absentee at City Hall.

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.



Finance Department

- The 2019 budget process is nearing completion. The Operating Budget has been approved by the Finance Committee and is scheduled to come before the Council at the November 8th meeting.

Human Resources

- Donna Whalen has retired as the Human Resources Director. Peggy Kadrach, 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 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 designed and are out to bid

- Polymer and Phosphorus Removal Chemical Bids.
- Schuetze Recreation Center Floor Replacement.

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. - Anticipated start in December.
- 2018 S. West Ave. Sanitary Sewer Lining - Anticipated start in November.

Concrete Pavement Joint Sealing

- This project involves cleaning and sealing the longitudinal and transverse joints in concrete pavement. The work will be completed on the following sections of street:
 - Moreland Blvd. - Fox River Bridge to Manhattan
 - Eales Ave. - CDS to Cleveland Ave.
 - Greenfield Ave. and Genesee St. - Main St. to Arcadian Ave.
 - Arcadian Ave. - Greenfield Ave. to Eugene Ct.
 - Rosemary St. - Arcadian Ave. to National Ave.
 - Summit Ave. & Delafield St. - Grandview Blvd. to Madison St.
 - Barstow St. - Lemira Ave. to Buena Vista
 - Main St. - West Ave. to Barstow St.
 - Maple Ave. - Wisconsin Ave. to Main St.
 - Grand Ave. - Wisconsin Ave. to Main St.
 - South St. - Clinton St. to South St.
 - Tenny Ave. - Newhall Ave. to College Ave.
 - Windsor Dr. - East Ave. to Hartwell Ave.
- This work will be performed under traffic, while maintaining at least one lane of traffic in each direction at all times.

Dumpster Enclosure Lot 4

- The walls have been completed and the contractor is currently working on installing the gates.
- Next week the contractor will start pouring pavement back in.

Greenmeadow Sanitary Interceptor Sewer

- This week's work:
 - Began the 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. will be reduced to one way only westbound starting as early as next week. Once this occurs, a detour route for eastbound traffic on Madison St. will be set up. It is anticipated this one way condition will last approximately 5 weeks. See the attached traffic pattern layout sheet.
- Streets that will have No Access:
 - Joellen Dr. at Madison St. is closed.

S. Prairie Ave. Utility Improvements:

- Last week the City's contractor completed installing all the concrete curb and sidewalk and placed the first layer of asphalt on Prairie and the surface layer of asphalt on Mulberry.
- This week, the contractor is scheduled to complete the asphalt paving on Prairie.
- Next week, the restoration work is planned to start.
- During this time, S. Prairie Avenue will remain closed (Local Traffic Only).

Sunset Drive Pavement Patching and Diamond Grinding:

- This City's contractor completed all of the concrete panel and curb and gutter replacement on the project and the diamond grinding to produce a smoother road.
- The contractor is currently working nights completing the pavement markings.

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

- Demolition is well on its way. The building has been completely removed and the contractor is filling and compacting the basement areas. The contractor is salvaging scrap metal for recycling.
- Restoration work will continue following the demolition.

Northview Road Reconstruction - Phase 1:

- Last week the contractor was able to pour remaining sections of sidewalk at intersections, curb and gutter, and a small section of concrete pavement near N. Grandview Blvd. The final grading work also continued this week, and topsoil was placed in areas throughout the project in preparation for sod. The grading work in the area of Pebble Creek also continued this week, and is close to complete in preparation for asphalt paving in the near future. The electrical contractor completed the signal base pouring and pull box placements this week, and completed running

wire for the new traffic signal, and areas of street lighting at the intersections through the project. The contractor is currently planning to progress on final grading on Saturday (tomorrow) this week.

- This week the contractor will continue to complete any additional grading areas, and preparations for driveways to be completed. They will also be finalizing any remaining areas of concrete pouring, continuing the construction of the new traffic signal at University Dr., and will be placing topsoil and hopefully sod where available next week. As I had stated in an earlier update this week, there will be on-going We Energies gas main work on the north side of Northview Rd. between Emslie Dr. and the eastern reconstruction limit. Our roadway contractor will try to complete any work available on the north side outside of this work. Impacted properties should have already, or will be receiving a letter from We Energies with more detailed information on their work efforts.

Water Utility W. Main Street Project:

- The contractor had multiple crews on site last week doing grading work and installation of concrete roadway, sidewalk, and driveways. All of the mainline roadway concrete work, including curb and gutter is complete. Concrete pavement on the connecting side streets is in progress, as well as continued work on concrete sidewalk and driveways. One significant item of work remaining is electrical conduit installation that needs to be installed behind the curb for street lighting and the traffic signals.
- We are working closely with residents and businesses to accommodate access to driveways and minimize impacts, while pushing to complete the work in a timely and efficient manner.
- Temporary thru-access closures on cross streets will occur during paving operations and we ask for your continued cooperation and patience. Businesses and residents will receive a minimum of 24-hour notice prior to driveway paving or other times under which direct access to their property is restricted. Please contact me with any questions.
- 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.

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

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 year's projects
- Asbuilt surveys for completed projects

Clean Water Plant:

- September Discharge Monitoring Report submitted, working on October's report.
- Engineer selected for Return Flow Pump Station, Phosphorus, and Facilities Enhancement project.
- 2019 Sewer Rate and Connection Charge analysis presented to Board.
- Public Hearing held to approve August 2018 Facilities Amendment Plan.
- Chemical bids for 2019 received.
- Clean Water Fund Loan Intent to Apply applications updated for Return Flow and Plant projects.
- Supervisors attended Management in Motion Seminar.
- Gas safety equipment refresher training held for staff.
- Final clarifier rehabilitation project complete.
- Completed all annual tank cleanings.
- Preparing for annual fall bio-solids application.
- Softener salt optimizations underway.

Transit:

- Held interviews with Bus Advertising Sales Vendors and are recommending awarding next contract to Houck Transit Advertising from Minnesota.
- Waukesha Metro Transit was named as one of Easter Seals Business Partners for 2018.
- Finishing proposal to reduce service on Waukesha County Routes 901 and 905 and will present to County soon.
- Planning for changes to service for the beginning of 2019 including the elimination of Route 16 which Easter Seals will no longer need operated.