



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

Kevin M. Lahner
klahner@waukesha-wi.gov

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: May 31, 2019

City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Rich Abbott, Fred Abadi, Steve Howard, Ron Grall, Chief Jack, and Chris Pofahl.
- Held regularly scheduled monthly meetings with Aldermen: Ald. Cummings
- Participated in a 2018 Utilization review meeting of our Health Insurance plan
- Held the final City Council Orientation session for new Aldermen. These orientation sessions were a chance for new Aldermen to learn about each City Department
- Participated in a meeting to discuss a new upcoming employee training series
- Participated in a check-in call for the City Hall project.

Upcoming Meeting Dates:

- City Council Retreat- July 13 from 8:15am-4:30pm, Clean Water Plant
- One-one-One meetings with Aldermen, Kevin & Mayor (next 2 weeks):
 - Ald. Bartels- Tuesday, June 4 at 5:15pm
 - Ald. Moltzan- Wednesday, June 5 at 1pm
 - Ald. Wells- Wednesday, June 5 at 3pm
 - Ald. Rodriguez- Monday, June 10 at 5:15pm
 - Ald. Lemke- Tuesday, June 11 at 5:15pm

Clerk/Treasurer

- Two additional hearing dates have been scheduled for the Board of Review on May 31st and June 6th for residential and commercial properties.
- All establishments who hold alcohol licenses have submitted their applications for the licensing year July 1, 2019 through June 30, 2020 and are currently being processed.
- Congratulations to Rubina Medina who has been awarded a scholarship to attend the Clerk's Institute by the WMCA Scholarship committee for her second year of the Clerk certificate program. She was one of 32 recipients from 85 applications.



Finance

- The Department has been working with the Auditors for the 2018 Audit.
- Reviewing and updating the City's financial policies. Once ready, these policies will come before Council for review and approval.

Parks, Recreation and Forestry

- Accessible Kayak Launch Celebration is being held on Tuesday, June 4th at the Rotary Building from 5pm-Dusk. All are invited. <https://waukesha-wi.gov/DocumentCenter/View/9488/flyer-kayak-002>
- The Summer Activity Guide is out! View all the summer events and activities that are being offered: <https://waukesha-wi.gov/462/Activity-Guides>

Public Works

- **Sanitary Sewer Lining and Manhole Rehabilitation**

This project involves rehabilitating concrete sanitary sewers using a trenchless lining process along W Sunset Dr between Sentry Dr and S West Ave. Sanitary manholes will also be repaired as needed.

This week's work:

- Placed concrete at lateral repair locations

Next week's work:

- On Monday (6/3) night, begin lining sanitary sewer in W Sunset Dr starting at the intersection of S West Ave and W Sunset Dr and heading to the west. All lining operations will occur at night to minimize impacts to businesses and residents.

- **Greenmeadow Sanitary Interceptor**

This project will include installation of a new sanitary interceptor sewer from the intersection of Greenmeadow Dr. and Michigan Ave. to the intersection of College Ave. and Sentry Dr. in 2018 and 2019. This sewer will allow the elimination of the Greenmeadow and Woodfield pump stations.

This week's work:

- Resumed tunneling operations at the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft after repair of tunnel boring machine. Approx. 500 feet of tunneling completed.
- Began construction of a maintenance shaft for the tunneling work in the south side of the roadway near 1945 Madison St.
- Continued sanitary interceptor sewer installation on S Moreland Blvd at W St Paul heading to the north along with water lateral and sanitary lateral work. Sewer has been completed to about 250 feet north of Dresser Ave.
- Continued work on sanitary inlet structure in INNIO easement south of W St Paul Ave
- Completed water main / service work on Dopp St between Joellen Dr and S Moreland Blvd

Next week's work:

- Continue tunneling from the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft

- Continue construction of maintenance shaft for the tunneling work in the south side of the roadway near 1945 Madison St.
- Continue sanitary interceptor sewer installation on S Moreland Blvd near W St Paul heading to the north along with water lateral and sanitary lateral work
- Complete work on sanitary inlet structure in INNIO easement south of W St Paul Ave
- Begin work on curb removal/replacement on south half of W St Paul Ave
- Begin water main work at American Ave and S Moreland Blvd.
- Continue restoration work in Lowell Park

Streets with restricted access for the next week:

- Because of shaft construction at the Madison St/Joellen Dr intersection, traffic on Madison St at Joellen Dr will be shifted over toward the north side of Madison St. At least one lane in each direction will be maintained.
- Because of the maintenance shaft construction near 1945 Madison St, traffic on Madison St just east of the intersection with N Grandview Blvd will be shifted over toward the north side of Madison St. At least one lane in each direction will be maintained.
- Traffic on W St. Paul Ave between S Moreland Blvd and Harris-Highland Dr will be shifted over to the north side of W St Paul Ave. At least one lane in each direction will be maintained.
- North and southbound lanes of S Moreland Blvd between Dopp St and American Ave will have traffic shifted to the outside section of the pavement. At least one lane in each direction will be maintained.

Streets that will have No Access:

- Joellen Dr at Madison St is closed
- Joellen Dr between American Ave and Luis Ct is closed to through traffic. Barricades will be staggered to allow for local and emergency traffic access from the north.
- Southbound lane of S Moreland Blvd between Dopp St and W St Paul Ave will be closed and all through traffic will be directed to the northbound lanes which will be set up to carry both southbound and northbound traffic. Access to homes for emergency vehicles and residents will continue to be maintained in the closed section.
- Dopp St between Joellen Dr and S Moreland Blvd will be closed to through traffic. Access to homes for emergency vehicles and residents will continue to be maintained.

- **Eastside Beltline Sanitary Sewer Relay & Lining**

This project includes the installation of a replacement sanitary sewer within the footprint of the former railroad ROW located between Arcadian Ave and National Ave.

This week's work:

- Installation of sanitary sewer main and sanitary sewer services continued between National Ave and Arcadian Ave.

Next week's work:

- Installation of sanitary sewer services will continue between National Ave and Arcadian Ave.