



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: June 28, 2019

City Administrator Highlights

- Attended the Wisconsin City/County Management Association Summer conference. The City received the outstanding program award of the year for our City Leadership Program.
- Held the first of our monthly employee training series "Kickin' it with Kevin." This is an opportunity to provide City updates and training on relevant subjects for all employees. It's also a time for employees to interact and ask questions.
- Attended the Wisconsin Policy Forum's annual Salute to Local Government Awards
- Attended a monthly development meeting with Community Development and Finance
- Held regularly scheduled monthly meetings with Aldermen: Cummings, Miller, and Johnson.
- Held a Department Directors Meeting.

Kevin will be out of the office June 27 - July 5 on vacation

Upcoming Meeting Dates:

- City Council Retreat- July 13 from 8:15am-4:30pm, Clean Water Plant
- Mayor's Celebrate Waukesha Breakfast, Tuesday, August 6 at 7:30am. Please RSVP to Rebecca (rpederson@waukesha-wi.gov or 262-524-3700)
- One-one-One meetings with Mayor (Kevin out of the office):
 - Ald. Moltzan- Wednesday, July 3 at 1pm
 - Ald. Wells- Wednesday, July 3 at 3pm
- One-one-One meetings with Mayor and Kevin:
 - Ald. Rodriguez- Monday, July 8 at 5:15pm
 - Ald. Pieper- Tuesday, July 9 at 4pm
 - Ald. Rick Lemke- Tuesday, July 9 at 5:15pm

Finance

- The 2020 Budget process is getting started. The Budget calendar/timeline has been released.
- Reviewing and updating the City's financial policies. Once ready, these policies will come before Council for review and approval.

Parks, Recreation and Forestry

- 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

Engineering Division:

Prairie Home Cemetery Fence Replacement

- Preconstruction meeting has occurred. The contractor plans to start July 8.

2019 Bridge Repair on W. Sunset Drive

- The cleaning and sealing of the bridge deck and approach work is complete.
- The only item remaining to be completed is some pavement marking.

Hine Avenue Utility and Street Improvements

Last week's work:

- The contractor completed the preparation of the sewers for lining
- Sewer structures repaired and adjusted
- The asphalt pavement was removed
- The concrete marked for replacement was removed

This week's work:

- The contractor will begin the replacement of the concrete pavement, curb, and sidewalk

2019 Asphalt Street Resurfacing

- Last week the City's contractor finished the installation of the new watermain and began working on installing the new hydrants.
- This week and next week, the City's contractor will begin working on storm and sanitary structure repairs, while the new watermain is being tested. If the watermain passes the safe water and pressure tests, the contractor will begin working on water service laterals. Businesses and residents will receive a 24-hr notice from the contractor when the outage will occur.

2019 Sanitary Sewer Lining

- This week's work:
 - Continued overnight sanitary sewer lining operations along W Sunset Dr
- Next week's work:
 - No work is scheduled for next week. Lateral grouting work is scheduled for the week of July 1. Only three sections of pipe lining remain – two near the railroad tracks and one near W Sunset Dr and S West Ave.

South Street Parking Ramp Phase II Repairs

- The Contractor is currently working on overhead repairs. Following that work, the membranes will be started.
- The project should be complete by the end of July

Main Street Utility and Street Improvements (Water Utility project)

- The sanitary sewer work finished up on Main Street last week and water main installation began.
- Water main installation between Lombardi Way and Perkins Avenue has been completed. The contractor is also close to having the water main on Aurora between Main Street and National completed as well.
- Once successful pressure tests and safe water samples have been obtained in these areas, then water service connections to each residence will be installed. During that time, which could be

late next week or the early part of the week of July 1st, all property owners will be notified at least 24-hours in advance if they are going to be out of water for any period of time.

- While the main line testing is taking place, the contractor will continue proceeding with 24-inch water main installation moving east of Perkins.

Summit Avenue Utility and Street Improvements

- This week the contractor completed the removal of the existing concrete pavement, started and completed the sanitary sewer lateral replacements on the south side of Summit Avenue, and also began bedrock blasting for the new storm sewer and water main installations.
- Next week, on Monday the contractor will begin the short section of water main relay along Greenmeadow Dr., right at the Summit Avenue intersection. After this section of water main is complete, they will begin the storm sewer installation along Summit Avenue. They will be starting their work at Greenmeadow Dr. and working towards the east. The bedrock blasting subcontractor will also be working throughout next week, blasting bedrock ahead of the storm sewer installation. They will be targeting completing 2 blasts per day, and I will do my best to alert the group of when they will be taking place each day. During the blasts, there will be a short duration that the entire work zone is closed for access for the blasting to occur, and to clean up the material after the blast.

Dunbar Ave, Bethesda Ct, and Prospect Ct Utility and Street Improvements

- Last week, the City's contractor was able to pour Prospect Ct today (6/24/2019) before the rain.
- This week, the contractor plans to pour Bethesda Ct and Dunbar Avenue (starting at Marshall St) (Weather Dependent).
- Following the required cure time, the contractor will work on pouring sidewalks and drive approaches.

Northview Rd Utility and Street Improvements Phase II

- This week the contractor completed the pouring of the south side through lane and shoulder throughout the project limits, and after cure time was achieved, began final preparation for the pouring of the north side through lane and shoulder pavement. The contractor is currently planning to work on Saturday 6/22, and they will be prepping and pouring side road intersection pavement along the project.
- Next week, the contractor is planning to pour the north side through lane and shoulder pavement on Tuesday, and potentially could spill over to Wednesday as well. Due to the length of the pouring, and in an attempt to accelerating the paving and project, the contractor will begin work operations at 6am on Tuesday. They will also be sawcutting the new concrete pavement potentially into the late-night hours on Tuesday. We apologize in advance for inconvenience of both items. After completion of the north side through lane and shoulder pouring, late in the week the contractor plans to pour the remaining turn lane pavement in the middle of the roadway.
- Due to the major paving work on Northview Rd., and concrete curing around the project, the work within Meadowview Park has been on hold. The contractor has completed all of the final grading, topsoil placement, and path aggregate placement on the entire west side of the park. The final grading and base course placement for the parking lot within the Park has also been completed. After the paving work wraps up along Northview Rd., the contractor will ramp up their work within the Park again, focusing on the east side of the park.

Greenmeadow Sanitary Interceptor Sewer

This week's work:

- Continued tunneling operations at the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft. Contractor holed into maintenance shaft near 1945 Madison St on Tuesday. After cutting heads were changed on the tunneling machine, tunneling continued again on Thursday. Approx. 950 feet of this tunnel is complete.
- 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.
- Placed lower level of asphalt on south half of W St Paul Ave for the utility trenches
- Completed restoration work in Lowell Park except for directly around the tunnel shaft
- Next week's work:
 - Continue tunneling from the Madison St/Joellen Dr intersection shaft towards the Lowell Park shaft
 - Continue sanitary interceptor sewer installation on S Moreland Blvd near Motor Ave heading to the north along with water lateral and sanitary lateral work
 - Complete paving operations on south half of W St Paul Ave