



## 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:** June 11, 2021

#### City Administrator Highlights

- Held meetings to discuss kicking off the budget process including setting the parameters for Department heads for 2022 CIP and Budget requests.
- Attended a meeting regarding continued planning for the City's 125<sup>th</sup> Anniversary events.
- Along with Ald. McElderry and other City staff, held meetings to continue to discuss the River Valley Road project.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Chief Howard, Bridget Souffrant, Chris Pofahl, Fred Abadi, Ron Grall, Sam Walker

#### Monthly meetings with Council Members

Kevin and the Mayor meet monthly with each Council member. If you have questions on the schedule or need to schedule a monthly meeting, please contact Rebecca Pederson.

Meetings held so far this month: Ald. Browne, Ald. Moltzan, Ald. Pieper, Ald. R. Lemke, Ald. McElderry

#### 125<sup>th</sup> Anniversary Upcoming Events:

- **Buchnerfest and the Grand Opening of Buchner Park Pool:** On Saturday, June 12 head to Buchner Park for family friendly activities like time-period games, take & make kits, story reading, and more. After Buchnerfest, stay for the official grand re-opening of Buchner Pool at noon including a live DJ, best dressed swimmer of 1896 contest, dunk tank, and more! Registration required for Buchnerfest.
- **Riverside Rhythms** - On Wednesday, June 16 from 11:30am-1pm, Kick-off the summer season in Downtown with live music, food, and giveaways to celebrate the City's 125<sup>th</sup> Anniversary.
- **Monday Night at the Movies, Throwback Monday-** On Monday, June 21 at 7:15pm, it's Movie in the park time and we're celebrate the City's history with throwback feature films. Bring the family and enjoy Aladdin.

You can read the list of all our 125<sup>th</sup> Anniversary events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>

**\*Save the Date\*** - The City will resume the Celebrate Waukesha Breakfasts at Tuscan Hall starting Tuesday, September 14. More details and invitations will be coming as we get closer to the date.



## Department Highlights

### Community Development

- Riverside Rhythms starts this Wednesday, June 16 from 11:30am-1pm on Riverfront Street. Everyone is encouraged to head Downtown for live music and food. This first Riverside Rhythms is part of the City's 125<sup>th</sup> Anniversary Celebrations.
- The Community Development Department is reviewing the applications received for the City of Waukesha Micro Enterprise COVID-19 Response Grant. The City received 35 applications requesting over \$250,000 in assistance. The City has \$245,000 to award. The requests are from a wide variety of business types, but the primary ones are retail, health/beauty/wellness, automobile services, and restaurants.

### Finance

- The Budget calendar has been released and staff are starting work on their CIP budgets.
- The first batch of American Rescue Plan Act (ARPA) funds of \$5,441,996.50 was requested.

### Human Resources

- The City is currently hiring for a number of positions including Firefighter and Patrol Officer. You can find all open positions here: <https://wi-waukesha.civicplus.com/1598/Waukesha-Employment-Openings>

### Library

- Construction is underway at the Library for the building redesign. The Library remains open to the public.
- The Library's summer reading program kicks-off with Buchnerfest on Saturday, June 12.

### Parks/Recreation and Forestry

- Buchner Park Community Pool & Building Grand opening is Saturday, June 12 at noon.
- The Summer Activity guide is out! Check it out for all of the upcoming summer events, activities and programs for all ages. <https://waukesha-wi.gov/462/Activity-Guides>
- Volunteers are needed for Tribute Tuesdays. More information: <https://waukesha-wi.gov/1272/Volunteer>

### Police Department

- The Police Department personnel have started their move to various locations around the City in preparation for construction to begin at the Police Station.
- Starting Monday, June 13 the Police Department Building (1901 Delafield St.) will be closed to the public while the building is undergoing renovations. You can read more about the project here: <https://waukesha-wi.gov/2028/Police-Department-Addition-and-Renovatio>

### Public Works

### ENGINEERING DIVISION:

### New City Hall

- The demolition of the old City Hall is complete. The grading contractor moved back onsite 5/21/2021 to begin the remaining site work.
- Please remember all visitors to City Hall must park in the Parking Ramp (entrance to ramp on Brook St.) and use the skywalk to enter City Hall until the site work is complete.

#### **New Public Works Salt Shed**

- The concrete work is complete and the electrical box set. The contractor is waiting for WE Energies to set the transformer and then the electrical work can be completed. Final grading and landscaping is currently under process.

#### **Fire Station No. 4 Renovation and Addition**

- The footings have been poured for the addition and back filled. The contractor is beginning to work on the interior classroom.

#### **Library Renovation & Cutler Park Bathrooms**

- The general contractor is onsite, at times with the subs performing exploratory work to coordinate and make plans as needed to keep the project on schedule and provide minimal impact to library patrons as the project progresses. Samples of carpet and tile for are being reviewed for approval.

#### **New Public Works Salt Shed**

- The contractor is waiting for WE Energies to set the transformer and then the electrical work can be completed. Only Minor interior lighting work remains.
- The concrete work is complete and final grading and landscaping is currently under process.

#### **Buchner Pool**

- The pool and the building are getting ready for the Grand Opening on June 12.
- The inspections are underway and the contractor is making the final clean-up of the site and building.

#### **West Side Pump Station Consolidation**

This project is for the consolidation of four existing sanitary pump stations (PS) into one on the west side of the City in the vicinity of Les Paul Pkwy (US 318) and Madison St.

##### **Previous work:**

- The contractor continued the upgrades at the Madison St PS. The pump station is now operational.
  - Working on installation of equipment
  - Working on the electrical installations
- The contractor was working on landscaping and pavement restorations

##### **Future work:**

- The contractor will continue the upgrades at the Madison St Pump Station
- The contractor will continue working on the landscaping and pavement restorations
- The bypass pumping equipment will be removed from the Madison St Pump Station site
- The contractor will begin completing the final connections to transfer all the flow to the Madison St PS
- The contractor will start decommissioning the pump stations that have been taken off line

#### **Pebble Valley Force main**

This project is for the rehabilitation of the Pebble Valley Force Main which extends from Pebble Valley Park, along Broken Hill Ct, Broken Hill Ln, crosses Northview Rd to Sunkist Ave and terminates at University Dr.

**Previous work:**

- The contractor has been preparing the lining materials for installation

**Future work:**

- The contractor will begin lining the force main and installing the new structures and connections along the route

**2021 Street Resurfacing**

This project includes roadway resurfacing and underground utility improvements on several roadways throughout the City.

Construction will start with Area 1 (described below) and follow sequentially through the project areas. Streets/Areas included in this year’s resurfacing project and the tentative start dates are as follows:

Area	Street	Boundaries	Tentative Start Date
1	Kensington Drive	South Grandview Boulevard to West St Paul Avenue	05/10/2021
1	Harris Highland Drive	South Grandview Boulevard to City line	05/10/2021
1	Minaka Drive	Kensington Drive to Cambridge Avenue	05/10/2021
1	Manor Drive	Kensington Drive to Harris Highland Drive	05/10/2021
2	Sunnyside Drive	Stardust Drive to Rambling Rose Road	06/01/2021
2	Rambling Rose Road	Sunnyside Drive to Springdale Road	06/01/2021
2	Capella Court	Entire Cul-de-sac	06/01/2021
2	Misty Lane	Ruben Drive to Rambling Rose Road	06/01/2021
2	Melody Lane	Saratoga Road to Ruben Drive	06/01/2021
2	Laura Lane	Melody Lane to Avalon Drive	06/01/2021
3	Crestwood Drive	South Comanche Lane to Madison Street	06/22/2021
3	Algoma Terrace	Crestwood Drive to Rawlins Drive	06/22/2021
3	Rawlins Drive	Entire Street	06/22/2021
3	Minot Lane	Mesa Verde Drive to S Comanche Lane	06/22/2021
3	Knollwood Court	Entire Street	06/22/2021

4	Richard Street	South Grand Avenue to Michael Street	07/07/2021
4	W. Rivera Drive	Marliz Drive to S East Avenue	07/07/2021
4	Michael Drive	West Rivera Drive to East Garfield Avenue	07/07/2021
4	Marliz Drive	W Rivera Drive to Richard Street	07/07/2021
4	Santa Barbara Drive	W Rivera Drive to Richard Street	07/07/2021
5	Meadow Lane	North Grandview Blvd to Marshview Street	07/14/2021
5	1900 Aviation Drive	Entire Lot	08/16/2021
5	Drop Off Center	Entire Lot	08/16/2021
6	Municipal Lot 6	Brook Street	8/23/2021

**This week's work:**

Removals and sewer work should finish up this week. Milling and pavement removal is scheduled to begin on this Friday 6/4/2021 and continue through Saturday 6/5/2021. Additional work this week includes:

- Begin milling pavement on Kensington Dr., Harris Highland Dr. and Minaka Dr.
- Finishing all concrete work

**Next week's work:**

- Begin removals on Rambling Rose Rd, Capella Ct., Misty Ln., Melody Ln., Laura Ln.
- Begin sewer repairs and adjustments on streets listed above
- Begin milling pavement on Manor Dr., Manor Ct., Jenny Ct. and Park View Ct
- Begin restoration on streets listed above

**Lawndale, Fairmont and Caldwell Utility and Street Improvements**

The reconstruction project will consist of the following work:

- New watermain and services **(Complete)**
- Sanitary sewer rehabilitation **(Complete)**
- Storm sewer rehabilitation **(Complete)**
- New concrete roadway and curb and gutter **(Complete)**
- Upgraded ADA pedestrian crossings **(Complete)**
- Sod restoration (In Process)

**Work This Week:**

- Terrace cut downs and topsoiling

**Future work:**

- Sod restoration

**Prairie Ave / Sentry Dr / Sunset Drive Utility and Street Improvements**

This project is for the roadway reconstruction and underground utility improvements along N/S Prairie Avenue, Sentry Drive, W. College Avenue, and W. Sunset Drive. The Contractor is currently working on the first section of the project along N/S Prairie Avenue.

**Work Completed/Continued This week (6/1 – 6/4)**

*Work Along N/S Prairie Avenue (Philip Dr. to W. St. Paul Avenue)*

- Concrete pavement pouring from College Ave. to the Fox River, west side
- Concrete pavement removal and excavation/grading for new roadway within the Prairie Ave./College Ave. intersection
- Traffic signal conduit installation at College Ave./Prairie Ave. intersection
- Concrete pavement pouring at the Prairie Ave./Marshall St. intersection
- Concrete pavement pouring at the Prairie Ave./Hamilton Ave. intersection
- Concrete curb and gutter pouring at the W. St. Paul Ave./Prairie Ave. intersection
- Concrete pavement pouring work near the RR Tracks, and other side roads
- Concrete driveway pouring and preparation
- Sanitary sewer televising and cleaning
- Sanitary Sewer lining

*Work Along W. Sunset Drive (Chapman Dr. to Center Rd.)*

- Water service installation from Chapman Dr. to Center Rd.
- Storm sewer installation from Chapman Dr. to Center Rd.

*Work at W. Sunset Dr./Fox River Parkway Intersection*

- Traffic signal pole base installation at the W. St. Paul Ave./N. Prairie Ave. intersection

**Planned Work Next Week (6/7 – 6/11)**

*Work Along N/S Prairie Avenue (Philip Dr. to W. St. Paul Ave.)*

- Traffic signal conduit installation at College Ave./Prairie Ave. intersection
- Concrete curb and gutter pouring from Philip Dr. to College Ave.
- Concrete pavement pouring from College Ave. to the Fox River, east side
- Sanitary sewer lining
- Water main RR tracks and river crossing bore pit excavation

*Work Along W. Sunset Drive (Chapman Dr. to Center Rd.)*

- Storm sewer installation Chapman Dr. to Center Rd. (south side of roadway)
- Final new water main connection at Sunset Dr./Center Rd. (This work likely will occur during overnight hours due to a required short duration water outage)
- Concrete pavement removal and new roadway grading on the south side of W. Sunset Dr.
- Sanitary sewer cleaning and televising

*Work at W. Sunset Dr./Fox River Parkway Intersection*

- Traffic signal pole base installation at the W. St. Paul Ave./Fox River Parkway intersection

**Perkins Ave Utility and Street Improvements**

The Perkins Avenue project is anticipated to start on Monday morning of next week (this week's start was delayed due to weather).

The reconstruction project will consist of the following work:

- Sanitary sewer and lateral replacements/rehabilitations
- New watermain and services
- Storm sewer replacements and additions

- New concrete roadway and curb and gutter
- Upgraded ADA pedestrian crossings
- Sod restoration

#### **Past Activities**

- Sanitary sewer mainline work is complete. The mainline limits were between National Ave and E Main St.
- Sanitary sewer cleanouts were installed ahead of the lateral lining. Open cut lateral work north of National Ave is complete.
- Watermain (mainline) installation is complete.
- Storm sewer work (between National Ave and Main St) was completed.
- Watermain laterals/connections are complete.
- Contractor continued prepping the roadway for pavement this week.

#### **Future Work (Week of June 1<sup>st</sup>):**

- Concrete curb has been postponed and will be placed next week, anticipated for Monday (June 7<sup>th</sup>) morning.

#### **Oxford Rd and Downing Dr Intersection Utility and Street Improvements**

This project includes the following work:

- Replace the sanitary sewer main and laterals in the right-of-way
- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary

#### **This week's work:**

- Graded disturbed grass areas and installed topsoil. Held off sod install because of high temperatures over the weekend.
- Milled off old asphalt surface

#### **Next week's work:**

- Install sod in disturbed areas
- Adjust manholes and other structures to correct height
- Pave both lower and upper layers of asphalt

#### **Algoma Ter, Rawlins Dr, and Badger Dr Utility and Street Improvements**

This project includes the following work:

- Replace the sanitary sewer main and laterals in the right-of-way
- Replace the water main and services in the right-of-way
- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary

#### **This week's work:**

- Backfilled behind new curb

- Graded disturbed grass areas and installed topsoil. Held off sod install because of high temperatures over the weekend.
- Milled off old asphalt surface

**Next week's work:**

- Install sod in disturbed areas
- Adjust manholes and other structures to correct height
- Pave both lower and upper layers of asphalt

**Badger Dr Easement - Sanitary Sewer Replacement - Construction Update**

This project includes the following work:

- Replace the sanitary sewer main in an easement
- Replace any disturbed pavement
- Restorations as necessary

**This week's work:**

- Allowed soil areas to dry

**Next week's work:**

- Restore disturbed areas with topsoil and seed

**CLEAN WATER PLANT:**

- Submitted DNR monthly Discharge Monitoring Report for May.
- DNR Compliance Maintenance Annual Report submitted after resolution approved by Council.
- WPDES Permit weekly chloride level exceedance reported to DNR for May.
- Return flow pipeline work continues on Sentry and Sunset Avenue.
- Return flow pump station block walls and roof planking complete.
- First of four clarifier upgrades for phosphorus removal occurring.
- Electrical work continues for new pump station and phosphorus upgrades.
- Underground airline found to be leaking will be incorporated into current facility upgrade project for replacement.
- Confined space annual classroom refresher training scheduled.
- New Madison Street lift station start-up training for staff.
- Interdepartmental meeting held on sewer and water connections with Public Works, Community Development, and Water Utility.
- Annual lab balances and fume hood certifications completed.

**TRANSIT:**

- Several minor detours are in effect due to road construction. Service is again operating to Waukesha Memorial Hospital due to Lawndale Ave. being open again.
- AVL Project is now underway. GMV Synchromatics is on site conducting surveys of the vehicles.
- Masks are still required on the bus and at the Transit Center per CDC Order, all other COVID mitigation protocols have ceased.
- Waiting to hear if National Transit Database 2020 Report is accepted.



- Transit staff is working with SEWRPC on the 2022-2026 Transit Development Plan. Potential alternatives are being developed after receiving direction from the Advisory Committee.
- The mid-life bus rehab project for 4 buses is underway. One bus is completely rehabbed, the second engine replacement will be completed shortly and most transmissions have been replaced already.
- Working with Milwaukee County Transit, Waukesha County and SEWRPC on possible solutions to connecting to the Milwaukee BRT route that is targeted for operation in Fall 2022.
- The FTA Triennial Review was re-scheduled to June 16th & 17th.
- The 2021 FTA operating and capital grant is now active.