



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: March 1, 2019

City Administrator Highlights

- Held regularly scheduled meetings with Department Heads: Marquise Vasquez, Rich Abbott, Chief Howard, Chief Jack, Chris Pofahl, Ron Grall, and Fred Abadi.
- Participated in two-days of a City Hall workshop as we work towards finalizing the design plans for the new City Hall.
- Held a Lunch & Learn discussion for City employees to see the plans and learn about the proposed designs for the new City Hall.
- Participated in a quarterly meeting with Parks, Recreation, and Forestry, Community Development and Public Works to discuss upcoming projects.
- Participated in a meeting with the Public Works Department to discuss the Greenmeadow Sanitary Sewer project.
- Participated in a monthly development meeting with Community Development and Finance.
- Participated in a number of meetings with Human Resources regarding personnel matters.
- Participated in a meeting to discuss the process of reviewing and updating our financial policies.

Upcoming Meeting Dates:

- Mayor's Celebrate Waukesha Breakfast
 - Tuesday, April 23rd, 7:30am-9am at Tuscan Hall
- One-one-One meetings with Aldermen, Kevin & Mayor (next 2 weeks):
 - Ald. Bartels- Tuesday, March 5th at 5:15pm
 - Ald Wells- Wednesday, March 6th at 3pm
 - Ald. Perry- Wednesday, March 6th at 4pm
 - Ald. Helgestad- Thursday, March 7th at 3pm
 - Ald. Rodriguez- Monday, March 11th at 5:15pm

Clerk/Treasurer

- 290 delinquent personal property tax notices were mailed March 1st for the 2018 tax year totaling approximately \$211,000. Collection efforts will be initiated on those bills that remain unpaid after this mailing through state collections and other methods.
- Alcohol compliance checks were performed by the Community Policing Unit on 117 of the 141 currently licensed establishments. Of the 117 checked, 24 failed for a 20.5% failure rate - up from 12% the previous year. Establishments that failed have been scheduled to appear before



the Ordinance and License Committee to discuss their plan of action to prevent the sale of alcohol to minors in the future.

- Alcohol license renewal applications for approximately 150 establishments have been mailed. The deadline for the return of completed applications without a 10% penalty is Friday, April 5, 2019. Alcohol licenses expire yearly on June 30th.
- Relocations of the four remaining poll sites in schools have been approved by the Department of Justice for the upcoming Spring Election. With the last moves, we will be taking advantage of the additional floor space at two of the locations to combine poll sites at St. Williams and Saint John Neumann. As we transition to e-poll books, the moves will improve voter experience and reduce our equipment transportation expenses. The final poll changes are:
 - Prairie School moving to St. John Neumann with old West H.S.
 - Blair School moving to St. William with old Hawthorne
 - Bethesda School moving to Ascension Lutheran Church
 - South High School moving to National Guard ArmoryPostcards will be mailed to households who have been affected by the Polling Location changes the week of March 11th.
- E-poll book training has begun for the April election. We will be utilizing the Badger Books for the first time at the Elks Lodge, 2301 Springdale Road, for the April Election instead of paper poll books! Stop over and see them in action while the polls are open, 7:00 a.m. to 8:00 p.m., on Election Day April 2nd!
- Staff has been reviewing training webinars provided by the Wisconsin Elections Commission for the Spring Election cycle. These included discussion on recent updates and improvements to the MyVote website, along with general review regarding registration, remaking ballots, challenging a voter or issuing a provisional ballot.

Community Development

- The City is currently seeking proposals for the redevelopment of up to 4.92 acres at 200-310 Delafield (former strip mall across from City Hall). The parcels are prime for residential or mixed-use development.
View the Request for Proposals: <https://waukesha-wi.gov/179/Redevelopment-Authority>

Finance

- One project the Department is working on is 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 Department is organizing the Earth Day parks and Downtown clean-up. You can volunteer by forming a team and signing up for an area. The clean-up will take place on Saturday, April 27 from 9am-noon. <https://www.signupgenius.com/go/4090c4cafae2ea2f85-20193>

Public Works

Engineering Division:

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

- Eastside Beltline Sanitary Sewer Relay & Lining
- Hine Avenue Utility and Street Improvements

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

- South Street Parking Ramp Phase II Repairs
- 2019 Concrete Pavement Patching and Sawing
- Concrete Sidewalk Replacement
- Alley #63 and #68 Reconstruction
- 2019 Asphalt Street Repairs
- 2019 Sanitary Sewer Lining
- 2019 Force Main Relay / Rehabilitation
- Pearl Street Pump Station Improvements

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

- Construction is anticipated to start early March.

Northview Rd. Utility and Street Improvements Phase II:

- Construction is anticipated to start early March.
- A project information meeting was held on Tuesday, February 26, from 5:00 PM to 6:30 PM at the City of Waukesha City Hall, Room 207, located at 201 Delafield Street, Waukesha, WI.

Greenmeadow Sanitary Interceptor Sewer

This week's work:

- Continued rock removal down in the Madison St./Joellen Dr. intersection shaft. Another blast was set off on Wednesday.
- Began excavation work on shaft located in Joellen Dr. just north of Joellen Dr./American Ave. intersection. Bedrock was reached and rock chipping began.

Next week's work:

- Continue rock removal down in the Madison St./Joellen Dr. intersection shaft. Contractor to determine if any future blasts are necessary in this shaft.
- Begin to move in and set up tunneling machine equipment at the Madison St./Joellen Dr. intersection shaft
- Continue excavation work on shaft located in Joellen Dr. just north of Joellen Dr./American Ave. intersection

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.
- Eastbound traffic on W. St. Paul Ave. between Harris Highland Dr. and S. Moreland Blvd. may be shifted over slightly to accommodate the work near Innio (formerly GE Power and Water). At least one lane in each direction will be maintained.
- Joellen Dr. between American Ave. and Luis Ct. will be signed as closed to through traffic. Barricades will be staggered to allow for local and emergency traffic. One lane of traffic is open.

Streets that will have No Access:

- Joellen Dr. at Madison St. is closed.
- The contractor has begun to move some equipment from the shaft at the intersection of Madison St. & Joellen Dr. to the shaft just north of the intersection of Joellen Dr. & American Ave. As such **Joellen is now closed to through traffic between American Ave. and Luis Ct.** Access to driveways in the closed stretch of Joellen Dr. will continue to be maintained from the north.

Transit:

- Two new 2019 Fixed Route Buses have been built and inspected and will be delivered the week of March 4th.
- Changes recommended by the Transit Commission include modifications to Route 9 that include no longer serving the soon to be vacant Easter Seals facility on Airport Rd. and no longer serve Pebble Valley Road south of Woodburn in the Inbound direction. In addition, it is recommended that Route 6 reduce the amount of trips to West High from 4 to 2. These changes and some recommended bus stop changes are set to be effective April 1st.
- Proposals for the RFP for new paratransit vans are due March 8th.
- The Advisory Committee for the upcoming joint City/County Transit Development Plan that SEWRPC is set and a kickoff meeting is being scheduled for April.