



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: December 17, 2021

City Administrator Highlights

- Held a Department Director's Meeting
- Held a meeting to discuss and review plans for the Waukesha JanBoree and future events
- Held a Kickin' it with Kevin discussion for all employees
- Held our final two sessions of Employee Leadership Program. The participants will be before the council for their graduation on January 18.
- Participated in the planning for the First Lady's visit to Waukesha
- Continued to work with the EOC team on the response to the Horizon West Condos.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Bridget Souffrant, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, Ron Grall, Bruce Gay.

Monthly meetings with Council Members

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

Department Highlights

Clerk/Treasurer

- Tax bills were mailed last week.

Finance

- The Department is preparing for year-end and the annual audit.

Human Resources

- Employees and Supervisors have now finished the annual evaluation process.
- Open Enrollment ended for all employees on December 4.

Library

- Construction is underway at the Library for the building redesign. The Library remains open to the public. You can read project updates here: <https://waukesha-wi.gov/2021/Waukesha-Public-Library-Addition-and-Ren>



Parks/Recreation and Forestry

- The new activity registration software is now live.
- The winter Activity Guide is out: <https://waukesha-wi.gov/462/Activity-Guides>
- The Waukesha JanBoree will be held on January 14-23.

Police Department

- The Police Department Building (1901 Delafield St.) is 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:

The following projects are being designed:

- 2022 St Paul Avenue Utility and Street Improvements
- South West Side Pump Station Consolidation

Police Department Remodel and Addition

- The existing tile has been removed from the roof. The new metal roof is starting to be installed this week.
- The northern addition and the garage walls have been erected and the contractor awaits the steel trusses. The trusses are scheduled to be here by the end of the month.
- All trades are working in the building.

Library Renovation & Cutler Park Bathrooms

- The panels have arrived, and the installation is ongoing.
- The demonstration kitchen has taken shape with the installation of the counters and cabinets.
- The men's restroom has been remodeled with updated tile and fixtures.
- All trades are working in the building.

Hillcrest Park Pavilion Construction:

- The roof work has begun

2021 Buchner Park Tennis Courts and Retaining Wall Reconstruction

As funded in the City's 2021 CIP, the tennis courts and adjacent retaining wall within Buchner Park will be reconstructed in the late summer/fall of 2021. Preliminary project work has started within the site, and will continue through October 2021.

Work Completed/Continued This week (11/22 – 11/24)

- Perimeter and court dividing fence installation around the tennis court area
- Pickleball Net post installation

- Removal of most of the temporary fencing along N. Greenfield Ave.

Planned Work Next Week (11/29 – 12/3)

- Completion of all project fencing
- Removal of remaining temporary fencing surrounding the tennis courts

Traffic Control/Access

- The Tennis courts are closed to all users.
- The sidewalk in the NE quadrant of East Broadway and N. Greenfield Ave. remains closed.

CLEAN WATER PLANT:

- Submitted DNR monthly Discharge Monitoring Report for November.
- DNR plant inspection completed December 2nd.
- Discussions with DNR on Return Flow Pump testing.
- Bio-gas purification pilot testing completed.
- Installation and startup completed for all five of the new primary influent and primary effluent pumps.
- Work on sand filter upgrades for phosphorus removal continues with four of eight filters completed and operational.
- Startup training for phosphorus treatment chemical addition systems.
- Staff training for new sand filter backwash system.
- Change Order #1 for Return Flow and Facility Enhancement with Phosphorus Upgrades approved by BPW.
- Industrial Pretreatment Annual inspections nearly complete.
- Presentation on benefits of bio-solids drying attended.

TRANSIT:

- Holiday bus service schedule-Service will end by roughly 6:45 pm on Christmas Eve and no service will operate on Christmas Day or New Year's Day. Waukesha County Commuter service will not operate on Christmas Eve. The Transit Center office will be closed Christmas Eve & New Year's Eve.
- Working on 2022 capital projects. The replacement SUV for administration is on order, bids for replacement bus engines & transmissions are being prepared. Specs are being set for the replacement mobile bus lifts.
- Federal Mask order has been extended to March 18, 2022. The order requires masks on the bus and at the Transit Center.
- Transit staff is working with SEWRPC on the completion of 2022-2026 Transit Development Plan. Major focus at this time is potential route redesigns and service realignment, Route 1 enhancement, first/last mile solutions and changes to the Waukesha County Commuter Routes.
- Working with State Association (WIPTA) to ensure that WisDOT allows federal infrastructure funds to be used for capital projects not just operating. In addition, working to ensure that the City receives an equitable share of funding.
- Preparing for 2022 FTA grant funding applications and grant projects.
- Removal of very old wallpaper and re-painting of the main hallway at Badger Drive office has been completed. Lighting in the office and bus garage is being upgraded to more efficient LED lights. The Transit Center office will have very worn out carpeting replaced with a more durable flooring that is low maintenance in the near future.

- AVL Project - Working with the vendor on 1 or 2 remaining punch list items. Promotional materials for the real time web portal will be available shortly. Future plans will include a mobile app for passengers and other future enhancements.
- Continuing to work on plan with Milwaukee & Waukesha Counties to possibly extend Route 1 to the Regional Medical Center in Wauwatosa to meet the Milwaukee BRT Line when it starts operation in Fall 2022. The schedule is finalized and both Counties have agreed to the allocation of costs. Transfer arrangements at Brookfield Square would remain in effect just at the Regional Medical Center. Discussions are now centered around paratransit and fare collection. Agreements will start to be drafted in early 2022 that will be brought forward for consideration