



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: February 14, 2020

City Administrator Highlights

- Participated in the Public Hearing on the proposed cooperative plan boundary agreement between the Town of Brookfield and the Town of Waukesha. This is part of the Town's incorporation efforts.
- Was a guest speaker for a class at Carroll University.
- Met with a developer regarding their ideas for a neighborhood.
- Along with Community Development, met with Habitat for Humanity to discuss their developments on White Rock.
- Held a Kickin' it with Kevin monthly employee training session. This month's training was presented by Community Development. They discussed what they do as well as current and future projects coming to the City. It's also a time for City employees to ask me any questions on any City related item.
- Held a weekly meeting with a City staff team to discuss town incorporation efforts and the City's efforts to stop the incorporation.
- Held a bi-weekly development update with Community Development
- Held a Directors meeting with all Department Directors.
- Held regularly scheduled monthly meetings with Aldermen: Bartels, Moltzan, Browne, Rodriguez,
- Held regularly scheduled meetings and check-ins with Department Heads: Marquise Vasquez, Rich Abbott, Gina Kozlik, Chief Howard, Fred Abadi, Ron Grall, Chris Pofahl, Chief Wagner and Bruce Gay.

Upcoming Meeting Dates

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
 - Ald. Miller- Tuesday, February 18 at 5:15pm
 - Ald. Johnson- Monday, February 24 at 5:15pm
 - Ald. Manion- Thursday, February 27 at 8am
 - Ald. Cummings- Friday, February 28 at 10am- NEEDS TO BE RESCHEDULED

Save the Dates

- First Celebrate Waukesha Breakfast of the year will be on Tuesday, April 28 at 7:30am at Tuscan Hall
- Council Retreat will be on Saturday, May 2.

Clerk/Treasurer

- All polling locations will be open from 7:00 a.m. to 8:00 p.m. on Election Day for the Spring Primary, February 18th. A sample ballot can be viewed at <https://waukesha-wi.gov/1576/Election-Dates-Sample-Ballots>



- 1,253 absentee ballots have been sent by mail with 162 additional ballots issued in-office through one week before the election.
- Preparations have started for the Licensing renewal season. Renewals are expected to be mailed for alcohol, cigarette, and miscellaneous licenses by the end of February.
- January tax collections were: Real Estate - \$24,749,267.45, personal property tax at \$1,933,245.36.
- 281 Personal Property delinquent notices were mailed February 13, 2020.

Parks/Recreation and Forestry

- Currently working on hiring seasonals to fill the spring/summer positions
- Spring activities are right around the corner. The following are upcoming deadlines:
 - Youth Soccer- Registration Deadline is February 20
 - Adult Softball/Kickball Leagues- Registration Deadline is March 27.
 - Youth Baseball, Softball, T-ball- Registration deadline is April 16.

Public Works

Engineering Division:

New City Hall

City Hall Update (3 week look ahead from 1/15/20)

- Marriott, the Concrete Contractor, has finalized the excavating, pouring and backfilling of the SW footing and lower wall. The final column footings were poured this week.
- This week there was great progress made on the steel erection and steel decking installation. The contractor began to build the temporary stairs to all floors of the building. The building steel is as high as it is going to go, so you can really see the building take shape from all street approaches to the building. The views a the City from the floor are impressive.
- New structural steel is being delivered almost daily. The work assembling the steel structure is ongoing and will continue for several weeks.
- Videos and pictures of construction progress are available on the City's website at: <https://waukesha-wi.gov/1852/City-Hall-Construction>

Greenmeadow Sanitary Interceptor Sewer

- The only work remaining includes the demolition of the Greenmeadow pump station site.

2020 N Barstow Street Utility and Street Improvements

- The contractor will be starting project work beginning on **Monday February 17, 2020**. Starting on the 17th. The contractor will be setting up project traffic control, detour route, erosion control, and also will be mobilizing equipment and materials to the site. Water main installation is expected to begin on Tuesday and will be the primary focus of the project for approximately the first 6 weeks.
- The contractor will be utilizing two crews for the water main installation and will be starting in two separate locations. One crew will be starting at the intersection of Barstow St. and Riverfront St., and working their way south/east along Barstow St. towards W. Main St. The second crew will be starting on Barstow St. near E. North St., and working their way along Barstow St. towards St. Paul Ave. Also, in conjunction with these two crews, the Waukesha Water Utility will also be working to complete the lining of the existing water main underneath the Fox River.
- *Traffic Control/Access*
Starting on Monday February 17th, Barstow St. will be **closed to through traffic** from W. Main St. to E. St. Paul Ave., and from E. St. Paul Ave. to E. North St. The Barstow St./Main St., Barstow

St./St. Paul Ave, and Barstow St./North St. intersections *will remain open to traffic*. During the work described above, Riverfront St. will also remain open to vehicular access and parking. Detour routes will be posted. **Please follow the traffic control devices and signs**. Through traffic should not enter the work zone and shall utilize an alternate route.

Transit:

- Routes 1, 2, 3, 4 and 15 and the Wisconsin Coach Lines Route 901 are on detours with the start of the Barstow construction project.
- Proposed adjustments to Route 7 due to changes to the hospital routing of the bus as well as shortening the west end of the Route 7 are on the Council Consent Agenda for Feb. 20th.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. SEWRPC has started outreach efforts with UWM at Waukesha and the Waukesha County Aging and Disability Resource Center and will continue over the next month to receive input on transit needs from the business community, educational entities and social service agencies.
- Seeking quotes for wayfinding sign project at the Transit Center to help direct the public through the Transit Center and to/from the Skywalk to the new City Hall.
- The 2020 paratransit buses on order with Arboc and are expected to be delivered in early June.
- The 2021 fixed route buses are on order and are expected to be delivered in late January 2021.
- Researching new AVL systems that can improve real time information to passengers and provide more data to staff.
- Working on obtaining quotes for Unit Heater replacements at the bus garage.