



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: April 16, 2021

City Administrator Highlights

- Continue to hold weekly EOC (Emergency Operations Center) Staff meetings to discuss City operations related to COVID-19.
- Held a Department Director's Meeting. A main topic of this meeting was discussing ideas around expenditures of American Recovery Act funds.
- Held a Leadership Alumni Class Virtual Speaker Event. Our goal is for those who have graduated from the Leadership Program to continue to meet regularly to continue the discussions from Leadership Class. This month's speaker was Dan Duchniak who gave updates on the City's water project.
- Held meetings regarding the Cemetery and upcoming repairs and maintenance
- Attended the virtual Wisconsin League of Municipalities Mayor, Managers, and Administrators Monthly Meeting.
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, Marquise Vasquez, Gina Kozlik, Lee Kelley, 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. Bartels, Ald. Browne, Ald. Moltzan, Ald. Pieper, Ald. R. Lemke, Ald. D Lemke,

125th Anniversary Upcoming Events:

- **April:**
Your Library: Past and Future! On Tuesday, April 20 at 11am, join the Waukesha Public Library for a discussion about our colorful past and exciting future. Author Ellen Langill and Library Director Bruce Gay will present along with time for Q&A. This is a virtual event hosted through Zoom. [Register](#)

- Earth Day Parks Clean-Up:** On Saturday, April 24 from 9am-11:05am spend 125 minutes making Waukesha better for the future. Form a time and [sign up to help clean-up a City park on Earth Day](#).



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

Community Development

- Coming up in May is Historic Preservation Month. The Waukesha Preservation Alliance, Landmarks Commission, and 125th Anniversary Team have events planned all month which include an architectural scavenger hunt, trivia, and the Landmarks Commission Awards Ceremony.

Parks/Recreation and Forestry

- 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 the Earth Day Parks Clean-Up, and “The Moving Wall Exhibit.” More information: <https://waukesha-wi.gov/1272/Volunteer>

Public Works

ENGINEERING DIVISION:

New City Hall

- The demolition of the old City Hall is progressing. The contractor was able to remove aggregate panels on the exterior on the North and part of the West side of the building. Demolition of the Building should be complete by first week of May.
- The masons are back finishing up the exterior granite. The grading contractor has begun to do final restoration on a portion of the site to allow for the landscaping company to return and begin their work.

New Public Works Salt Shed

- The contractor has resumed grading.
- The concrete pad will be placed in both buildings this week. The site work is also resuming

Buchner Pool

- The contractor was able to begin installing tile in the pool this week. That is great news, as it means we are getting closer to the finish of the interior of the pools. The slides have begun being installed in the plunge area. It is anticipated by the first week of May the pool decks will be poured; just in time to receive delivery of all the deck furniture.
- The interior of the building looks great. Plumbing fixtures are schedule to be installed next week.
- The pool is scheduled to open to the public on June 11, 2021.

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.

- The contractor continued the upgrades at the Madison St PS
- Working on the piping and getting ready to install the new pumps
- Working on the electrical installations
- The contractor will continue the upgrades at the Madison St Pump Station

- The will is not any additional sewer installation scheduled at this time until the Madison St Pump Station becomes operational

Lawndale, Fairmont and Caldwell Utility and Street Improvements

Work This Week:

- Water lateral work on Lawndale Avenue and Fairmont Avenue
- Sanitary Sewer Manhole Rehabilitation
- Sanitary sewer lateral lining

Future work:

- Roadway removals beginning on Caldwell Street (4/12). Drive approaches will be removed with this operation, but before the end of the day the contractor will build you a gravel ramp to get back into your driveway.
 - After Caldwell Street is removed they will move to Fairmont Avenue and save Lawndale Avenue for last.
- Gravel base place and graded
- Sanitary sewer main and lateral lining

Traffic Restrictions

- Lawndale Avenue – Closed to local traffic only. Access to the hospital will be maintained. Resident driveway access will be maintained.
- Fairmont Avenue – Closed to local traffic only. Resident driveway access will be maintained.
- Caldwell Street – Closed to local traffic only. Resident driveway access will be maintained.

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 This week (4/5 – 4/9)

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

- Temporary traffic signal activation at the W. St. Paul Ave./Washington Ave. intersection
- Traffic signal equipment removal at the W. St. Paul Ave./Washington Ave. intersection
- New water main installation from W. College Ave. to Philip Dr.
- Sanitary Sewer relay from Marshall St. to Hamilton Ave.

Additional Project work, various locations

- Temporary traffic signal activation at the Sentry Dr./W. Sunset Dr. intersection
- Traffic signal equipment removal at the Sentry Dr./W. Sunset Dr. intersection

Planned Work Next Week (4/12 - 4/16)

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

- Sanitary Sewer relay from Hamilton Ave. to W. College Ave.
- Spot areas of Storm Sewer installation between the rail crossing and W. St. Paul Avenue
- Water service installations from W. College Ave. to Marshall St.
- Sanitary sewer lateral replacements from W. College Ave. to Marshall St.
- New traffic signal base and pull box installations at the W. St. Paul Avenue/N. Prairie Avenue intersection

- Existing pavement and curb and gutter removals from the RR tracks to W. St. Paul Avenue (Tentative, based on other work progress)

Additional Project work, various locations

- Concrete material storage along the north side of W. College Avenue, west of N. Prairie Avenue

Traffic Control/Access

- **N & S Prairie Avenue is closed to through traffic (Local property access traffic only) from Philip Dr. to W. St. Paul Avenue***
 - Cross traffic along W. College Avenue is open to 1 lane in each direction crossing N. Prairie Avenue
- There is No Parking along N&S Prairie Avenue from Philip Dr. to W. College Avenue
- No vehicular access is allowed along S. Prairie Avenue from Philip Dr. to W. College Avenue (NB to EB and EB to SB Turning movements at S. Prairie Ave./Philip Dr. are open)

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 (Week of April 5th)

- Sanitary sewer mainline work was completed. The mainline work took place between National Ave and E Main St.
- Contractor started working on the sanitary sewer laterals.

Future Work (Week of April 12th):

- Contractor will continue working on the sanitary sewer laterals between E Main St & Arcadian Ave.
- At completion of sanitary sewer laterals, construction activities will shift from sanitary sewer to watermain.

Traffic Restrictions:

Perkins Avenue – Closed to through traffic (open to local traffic only). Resident & business driveway access will be maintained.

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

Next week's work:

- Preliminary investigative work on the sanitary laterals. No excavation work.

- Traffic control setup and underground construction is scheduled to begin week of April 12.

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- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary

This week's work:

- Traffic control setup
- Deliver material to site

Next week's work:

- Begin sanitary sewer construction

Streets with restricted access for the next week:

- Oxford Rd & Downing Dr intersection will be closed to through traffic

CLEAN WATER PLANT:

- Submitted DNR monthly Discharge Monitoring Report for March.
- Return Flow pump station ground level floors complete, working on retaining wall.
- Return Flow pipeline work continues on Sunset Dr.
- Working on electrical service line to new pump station.
- Aeration basin #6 upgrade complete, working on basin #5.
- Beginning spring land application of bio-solids.
- Conducting quarterly groundwater and gas well monitoring at the West Ave. Landfill.
- Met with engineers on bio-gas use study update.
- CIP replacement of 60" lawn mower.

TRANSIT:

- Nearly 90% of the transit staff that requested the COVID vaccine are fully vaccinated.
- The following changes to Waukesha Metro continue due to the COVID-19 pandemic:
 - Capacity on the buses remains at 15 passengers.
 - Unlimited riding/joy riding is suspended.
 - Lost and found is limited to only essential personal items.
- The 2021 fixed route buses are near ready for service.
- The aging Transit fueling management system is being replaced with the City Fueling System, FuelMaster, so that all City fleet vehicles will be on the same system. Transit is now using the FuelMaster system and a few remaining items should be completed in the coming weeks. The fuel pump equipment has already been replaced.
- 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 replacement AVL system from GMV Syncromatics will be brought forth to the Council on April 20th.
- The bids for the mid-life replacement engines and transmissions for the 2015 buses have been received. The purchase order for transmissions will be issued soon and the purchase of replacement engines will be on the Transit Commission Agenda for April 22nd.

- 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.
- FTA Triennial Review dates are set for June 1-4 for a series of virtual meetings and a close out virtual meeting on June 17th.
- Working on completing the 2021 Grant applications with the FTA. WisDOT grants contracts are expected in the coming weeks.
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