



**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 1, 2022**

### City Administrator Highlights

- The National Community Survey was completed. The results are being compiled by the survey provider, Polco, and will be presented to the Council at the April 19 meeting.
- Participated in interviews for a new Assistant Chief of Police. Deputy Chief Dennis Angle has announced his retirement.
- Hosting the next round of the City Leadership Program which goes through June 8. There are 11 participants in the program from across the City.
- Held meetings to discuss upcoming City events/parades and security for those events.
- Held a meeting on the Fire/Police memorial planned for City Hall
- Waukesha Unlocked will take place again this year. We are currently looking for locations to serve as site hosts. Interested businesses and organizations need to submit an application by April 1.
- Held regularly scheduled one-on-one meetings with Department Heads: Marquise Vasquez, Chief Thompson, Gina Kozlik, Alex Damien, Chief Howard, Chris Pofahl, Sam Walker, and Ron Grall.

### 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.

### Save the Date:

Mayor's Celebrate Waukesha Breakfasts:

This year's Celebrate Waukesha breakfasts are scheduled for the following dates. The breakfasts will take place at Tuscan Hall from 7:30am-9am. Invitations are emailed about one month prior to the event.

- May 3, 2022
- August 2, 2022
- December 6, 2022

### Department Highlights

#### Clerk/Treasurer

- Accepting tax payments for the March 31 tax installment deadline
- Holding in-person absentee voting at City Hall
- Preparing for the Tuesday, April 5 election.

- There are three more elections this year:
  - April 5
  - August 9
  - November 8

### **Community Development**

- Planning for Riverside Rhythms Downtown this summer  
<https://www.downtownwaukesha.com/riversiderhythms/>

### **Finance**

- The Department is working on the annual audit.
- Denise Vandebush-Kohlmann is serving as the interim Finance Director

### **Human Resources**

- Teladoc services are now available to all employees as added benefit.
- All open positions are listed on the City website: <https://www.waukesha-wi.gov/jobs>

### **Library**

- Construction is nearing completion at the Library for the first floor redesign. The library will be hosting an Open house and ribbon cutting on Saturday, April 9 from 1pm-3pm.

### **Parks/Recreation and Forestry**

- The Spring Activity Guide will be coming out in the few weeks.
- The Trailbreaker run will be held on Saturday, April 2. <http://www.runthetrailbreaker.com/>
- The Department is hosting “The Runaway Bunny” event in Frame Park on Saturday, April 9. It will be a great family day in the park with activities based around the book, *The Runaway Bunny*.  
<https://www.waukesha-wi.gov/residents/runaway-bunny.php>
- The Earth Day Parks Clean-Up will be held on Saturday, April 23. Register:  
<https://www.signupgenius.com/go/2022earthday>
- There are a number of volunteer opportunities available for upcoming events:  
[https://www.waukesha-wi.gov/residents/get\\_involved/volunteer-opportunities.php](https://www.waukesha-wi.gov/residents/get_involved/volunteer-opportunities.php)

### **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://www.waukesha-wi.gov/government/departments/police-department-addition-renovation.php>

### **Public Works**

#### **ENGINEERING DIVISION:**

#### **The following projects are being designed or are out to bid:**

- South West Side Pump Station Consolidation
- Tenny, Newhall and Pilot Court Utility and Street Improvements
- Concrete Street Patching
- 2022 Asphalt Resurfacing
- Asphalt Street Utility Repairs – City Wide

#### **St. Paul Ave and North Street 2-way Conversion Project:**

#### **Planned Work Next Week (3/28-3/25)**

Road Closures associated with this project:

- 3/30) Phase 1 of the project will close St Paul Avenue to local traffic from Wisconsin Avenue to Madison Street. This closure will last approximately 2 weeks. After the 2 weeks St Paul Avenue will reopen to one lane NE bound only.
- (3/31) The contractor will be beginning the temporary traffic signal at North St, Madison St, and Delafield St. To complete this work North Street, will be reduced to one lane of from Madison Street to Barstow Street. Delafield St and Madison St will be reduced to one travel lane in each direction between St. Paul and North Ave.
- (4/4) North Street will be reduced to one lane of traffic from St Paul Avenue to Pewaukee Rd.
- (4/11) Pewaukee Rd at Buena Vista Dr will be closed to local traffic and Madison Street will be closed from Riverfront to St Paul Avenue. This will be a long term closure.

Work along St Paul Avenue (North Street to Madison Street)

- Traffic control set up (3/28)
- Erosion control installation
- Full equipment mobilization for underground utility work
- Sawcutting of utility trenches
- Sanitary lateral relays

Work along North Street and Madison Street

- Temporary traffic signal installation

**Traffic Control Access**

Work along St Paul Avenue (North Street to Madison Street)

- St Paul Avenue will be closed to through traffic (local property and business access traffic only)  
North Street to Madison Street **BEGINNING WEDNESDAY 3/30**

Work along North Street at Madison Street

- Traffic will be reduced to one travel lane

**Planned Work Next Week (4/4-4/8)**

Work along St Paul Avenue (North Street to Madison Street)

Sawcutting of utility trenches

Sanitary lateral relays

Work along North Street at Madison Street and Barstow Street

- Temporary traffic signal installation
- Erosion control installation

**Police Department Remodel and Addition**

- The metal roof is complete, and most windows are installed. The contractor is starting to pull wire into finished areas. The lower level has ceiling grid and many rooms are painted.
- Due to supply chain issues the completion date for the project has been extended to August 2022.

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

- We are in the home stretch with the grand re-opening scheduled for April 9, 2022.
- Furniture has arrived and is being installed in the finished spaces. Final Touches, such as paint, flooring and signage are being completed.

#### **Library Roof Replacement:**

- This project has already been bid.
- The material for the roofing project has been delivered and the project will begin in the Spring of 2022.

#### **Hillcrest Park Pavilion Construction:**

- The contractor is installing the ice and storm shield on the plywood panels and preparing the structure to receive the center skylight

#### **Arcadian Ave and Linden St. Utility & Street Improvements**

##### **Scope of Work:**

- Traffic control setup including Detour route.
- Erosion control installation
- Full equipment mobilization for the underground utility work
- Sawcutting of underground utility trenches
- Existing sign removal
- Sanitary sewer relay from just west of Colton St. to Woodward St.

#### **Planned Work Next Week (3/28 - 4/1)**

Work Along Arcadian Avenue (N. Hartwell Avenue to N. Greenfield Avenue)

- Spot tree removals
- Sanitary sewer relay, completing the work along Woodward St. and a short segment along Aurora St. (South of Arcadian Ave.)
- Water main installation (starting mid-week), working from Colton St. to the east.

#### **Traffic Control/Access**

- Arcadian Avenue is closed to through traffic (local property access traffic only) from N. Hartwell Ave. to N. Greenfield Ave.\*
  - The Arcadian Ave./N. Hartwell Ave. and Arcadian Ave./N. Greenfield Ave. intersections remain open to traffic.
- There is No Parking along Arcadian Avenue from N. Hartwell Ave. to N. Greenfield Ave.

#### **CLEAN WATER PLANT:**

- Preparing DNR monthly Discharge Monitoring Report for March.
- WPDES chloride exceedance for March, submitted required notification and written report to DNR.

- Annual Pretreatment Report submitted to DNR.
- Annual lab Proficiency Testing complete.
- Dewatering and return flow pipe construction continues on Sentry Dr.
- Electrical work continues for return flow pumpstation.
- Contractor pre-fabricating replacement air pipe for install.
- Staff First Aide/CPR training completed.
- Hazardous materials sampling completed for structures involved with South Side Lift Station Consolidation project.
- Open Operators position recruitment.

#### **TRANSIT:**

- WisDOT has awarded the City \$460,000 in federal STP funds towards a future bus purchase.
- Proposed plans to Bus Bay re-assignments at the Transit Center and minor routing adjustments related to the completion of the North St two way project are complete and will be presented for consideration to the Transit Commission in the near future.
- Due to supply chain issues with components of the new system, Milwaukee County is delaying the start of the BRT line to Spring 2023. This would delay the start of the requested extension of Route 1 to the Regional Medical Center in Wauwatosa until Spring 2023. A draft agreement for the extension in Milwaukee County is expected in the next few weeks and will be brought forth for consideration this Spring.
- Transit staff is evaluating the offer from Milwaukee County to join their new Fare Payment System UMO. Internal discussions are underway and additional discussions with Milwaukee County and the vendor will occur this Spring. Much more information will be shared on the evaluation of UMO in the near future.
- SEWRPC is working to complete of 2023-2027 Transit Development Plan. A final Advisory Committee meeting and public outreach will be conducted prior to the plan being brought forth for consideration. The target is to have the plan completed and approved this Summer.
- An application for the 2022 WisDOT competitive STP funds for two buses was submitted.
- Preparing for 2022 FTA grant funding applications which will likely be submitted this Spring.
- 2022 capital projects: The replacement SUV for administration is on order set for delivery in the very near future, mobile lifts are on order and is forecasted for delivery in August, the bus on order will go on into production at Gillig in late April with delivery in late May, bids for replacement bus engines and transmissions are currently being received.
- Lighting upgrade to LED at the Badger Drive has been completed. Worn out carpet in some of the Badger Drive offices will be replaced with a low maintenance flooring this Spring.
- Federal mask order was extended to April 18, 2022. The order requires masks on the bus and at the Transit Center. The CDC is expected to provide new guidance on masks on public transportation on or before April 18th.