



## CITY ADMINISTRATOR

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WAUKESHA, WISCONSIN 53188-3633

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### MEMO

**To:** Mayor, City Attorney and City Council  
**CC:** Department Directors  
**From:** City Administrator  
**Subject:** Administrator's Report  
**Date:** February 12, 2021

#### City Administrator Highlights

- Participated in the Grand Opening of our New City Hall and the Celebration of the City's 125<sup>th</sup> Anniversary on February 4<sup>th</sup>.
- Held a virtual employee Kickin' it with Kevin session to provide City updates to employees and answer any questions.
- Continue to hold weekly EOC (Emergency Operations Center) Staff meetings to discuss City operations related to COVID-19.
- Held a Department Director meeting
- Held meetings with the new Cemetery Director, Lee Kelley to discuss Cemetery operations
- Held a bi-weekly development projects update meeting with Community Development
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, Marquise Vasquez, Gina Kozlik, Chief Thompson, Chief Howard, Bridget Souffrant, Chris Pofahl, Fred Abadi, Ron Grall, Sam Walker

#### Monthly meetings with Council Members

Kevin and the Mayor have resumed their monthly meetings with Council members. 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. Browne, Ald. Moltzan, Ald. R. Lemke, Ald. D Lemke, Ald. Pieper, Ald. Rodriguez, Ald. McElderry.

#### 125<sup>th</sup> Anniversary Upcoming Events:

- Our March event is the *History of Waukesha in 100 objects* exhibit at the Waukesha County Historical Society & Museum. The *History of Waukesha in 100 Objects exhibit* draws together 100 objects that tell the social, economic, and political history of the City of Waukesha. The exhibit will officially open on Saturday, March 13, 2021 and will remain open for viewing through 2021.
- Our April events will include an Earth Day Parks Clean-Up where residents are encouraged to spend 125 minutes volunteering to help take care of our City for the future and 125<sup>th</sup> Anniversary celebrations at the Waukesha Public Library.
- You can read the list of all our events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>



### **Cemetery**

- Lee Kelley has joined the City as the new Director of Prairie Home Cemetery.

### **Clerk/Treasurer**

- There are two scheduled elections in 2021 on February 16 and April 6.
- There are two polling location updates for the February 16, 2021 election.
  - The new City Hall will be the new permanent polling location for Wards, 3, 4, and 5.
  - E.B. Shurts Building will be a temporary polling location for Wards 22, 23, and 24 (this is for February 16 only).

### **Finance**

- The Finance Department is starting the preliminary audit and completing year-end procedures.

### **Information Technology**

- The Information Technology Department has been busy with the setup of the infrastructure at the new City Hall. Training will be taking place for employees on how to utilize the new technology in City Hall.

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

- Modified events and activities continue to be held. You can view all activities in the Activity Guide: <https://waukesha-wi.gov/462/Activity-Guides>
- Volunteers are needed for the Trailbreaker Races, 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**

- We have officially moved into the new City Hall. The old city hall is currently being emptied and the asbestos abatement began on Monday Feb 1.
- The contractor is starting demolition.

#### **New Public Works Salt Shed**

- The contractor finished the installation of the concrete walls.
- The roof framing has been installed on the salt shed. The membrane and the large over head doors have been ordered and will arrive shortly.

#### **Buchner Pool**

- The contractor has poured nearly all the exterior concrete that needs to be poured before Spring. In the Spring they will be able to begin work on the tile in the pool vessels.
- The building is moving along. It has been enclosed to allow interior work on floors, plumbing and HVAC to continue. The exterior stone work continues.

#### **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 will continue the upgrades at the Madison St Pump Station
- The contractor will continue working on the sewer heading north of Madison St along Pebble Creek
- The contractor continues the bore under Summit Ave

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

- Submitted January DNR monthly Discharge Monitoring Report.
- Wisconsin Emergency Management annual chemical inventory report submitted.
- Completed annual sewer Bond Review analysis and questionnaire for Finance.
- New Return Flow pump station wet well floors poured, foundation walls almost complete.
- Electrical work for upgrades continues throughout plant.
- Influent channel gates replaced in preliminary treatment building.
- Reportable Sanitary Sewer Overflow occurred February 4th due to a force main break from the Burr Oak pump station.
- Electrical fire occurred Sunday February 7th in a WE Energies power switch at the CWP causing some momentary outages in the City.
- Confined space entry gas monitors replaced under CIP, and staff training held.
- Coordination meetings on softener optimization held with Water Quality Association and City of Madison.
- Coordinating some concrete flooring repairs with city garage.
- Annual generator preventive maintenance proposals.

#### **TRANSIT:**

- Roughly 25% of the transit staff that requested the COVID vaccine have received their first shot. Await direction for the remaining Transit employees to be able to get 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 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. The fuel pump equipment at Badger Drive is also being replaced. This is targeted for completion in the first quarter of 2021.
- Transit staff is working with SEWRPC on the 2022-2026 Transit Development Plan. Potential alternatives are being refined after receiving direction from the Advisory Committee.
- The 2021 fixed route buses are in production and expected to be delivered in late March 2021.
- Finalist for the new AVL system have been selected and more in depth virtual interviews will occur in the near future.
- The new supervisor van is being set up for service and will be ready for service in the near future. The old Supervisor van has been transferred to Engineering.
- Bids for the mid-life replacement engines and transmissions for the 2015 buses will be received in the near future.
- 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.