



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: January 15, 2021

City Administrator Highlights

- City Hall and the Engineering Annex are in the process of packing up items in preparation for the move to the new City Hall. The current City Hall will be closed on January 21 and 22 while staff are moving. The new City Hall will open on Monday, January 25. Virtual events are planned for February 4th to introduce the public to the New City Hall.
- Held virtual meeting for City Hall and Engineering staff to discuss the move to the new City Hall
- Held meetings to discuss and plan for operations in the New City Hall
- Held Department Director meeting
- Continue to hold weekly EOC (Emergency Operations Center) Staff meetings to discuss City operations related to COVID-19.
- Held interviews for a new Cemetery Director due to Nancy Faulk's retirement
- Participated in a meeting on the City's 125th Anniversary planning
- Held a bi-weekly development projects update meeting
- Held regularly scheduled one-on-one meetings with Department Heads: 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 via Zoom. If you have questions on the schedule or need to schedule a monthly meeting, please contact Rebecca Pederson.

Meetings held this month: Ald. Browne, Ald. R. Lemke, Ald. D Lemke, Ald. Pieper, Ald. Rodriguez

125th Anniversary Events

- **125th Anniversary Beer Unveiling**
Saturday, January 16 at noon everyone is invited to attend the unveiling of the 125th Anniversary Beer at Raised Grain Brewery. This event is part of the Waukesha JanBoree. The Mayor will unveil the anniversary beer can at noon and attendees can drive through at Raised Grain to purchase the beer. More info: <https://www.janboree.org/2206/125th-Anniversary-Beer-Unveiling>
- **125th Anniversary Celebration on Thursday, February 4**
February 4th is the official 125th Anniversary of the City's incorporation.



- **10am-** Flag Raising Ceremony. A ceremony will take place at the flag poles outside of the new City Hall. The Police and Fire Honor Guards will raise the American Flag, State Flag, and 125th Anniversary Flag. The City Hall project team, Kevin, Ald. Rodriguez and the Mayor will have a few remarks. All Council Members are invited to attend, provided that they maintain social distancing. *Due to COVID-19 the public will be asked to watch the event virtually. It will be livestreamed on our Facebook page and a recording will be available on the website.
- **12pm-** City Hall Virtual Open House video released on Facebook/Twitter and posted on the City's website
- **6:30pm-** First Council meeting in the new City Hall and a 125th Anniversary Presentation. This will also include a ribbon cutting for the new City Hall as part of the meeting. Council Members are invited to attend in person. *Due to COVID-19 the public is asked to watch the meeting live online

Cemetery

- Nancy Faulk retired as the Director of the Prairie Home Cemetery at the end of the year. The process is underway to hire a new Cemetery Director.

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.

Human Resources

- Peggy Kadrich has retired as the Deputy Director of Human Resources. Kailey Anderson was promoted to Assistant Human Resources Director. A hiring process will take place for a new Human Resources Generalist.

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

- The Waukesha JanBoree is taking place from January 15-24. There are lots of opportunities for both in-person and virtual events. You can find more information on the website: <http://www.janboree.org/>

Public Works

Engineering Division:

New City Hall



in June 2021.

- The finishing touches are being completed on the first floor. We are anticipating an Occupancy Permit the week of Jan. 18th.
- The metal paneling for the exterior of the skywalk has been and should be completed in the next few weeks. The exterior canopy over the main entrance has been erected and the finish should be complete in the next few weeks.
- The City Hall and City Hall Annex will be closed to the public on Jan 21 and Jan 22, to allow for the move. We will open to the public on Monday Jan 25. Remember all visitors will be parking in the Downtown Transit Ramp until the site is complete

New Public Works Salt Shed

- The contractor finished the installation of the concrete walls.
- This week and next, the electrician is working on the electric conduit installation.
- The installation of the roof will begin 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 majority of the roofing has been complete with shingles. The final portion will be completed this week. The windows will be next, so the building can be completely enclosed.
- The exterior stone has started and will be ongoing for the next couple weeks.



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.

This project includes the following work:

- Upgrading the existing pump station on Madison St including a new control building with backup generator
- Installing a new gravity sewer and force main to the east of the Madison St PS to connect to the sewers on Cone View Dr
- Line the existing force main along Cone View Dr and S Comanche Ln

- Install a new gravity sewer to the north of Madison St along Pebble Creek to the existing sewer north of the Meadowbrook Marketplace complex
- Decommission the Cone View PS, Fiddlers Creek PS, and Summit Ave PS
- Restorations as necessary

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Previous work:

- The contractor continued the upgrades at the Madison St PS
- The contractor continues to install the gravity sewer and force main along Les Paul Pkwy south of Madison St
- The contractor continues excavating the bore pit south of Summit Ave

Future work:

- The contractor will continue the upgrades at the Madison St Pump Station
- The contractor will continue installing the gravity sewer and force main along the western side of Les Paul Pkwy going south of Madison St
- The contractor will continue working on the sewer heading north of Madison St along Pebble Creek



CLEAN WATER PLANT:

- December monthly DNR Discharge Monitoring Report submitted.
- Preparing DNR Air Permit report.
- Working on Annual DNR bio-solids report.
- Working on Annual Chloride report for DNR
- DNR Lab Audit closed out.
- Submitting annual chemical inventory report to state.
- Return Flow pipeline work continues on Sentry Dr.
- New Return Flow pump station foundation walls going up, and pump stilling wells installed.
- Electrical work for Phosphorus upgrades continues.
- Annual Industrial User Discharge Permits issued for 2021.
- 2020 Budget close out.
- Replacing portable gas monitors for confined space entry.

TRANSIT:

- Planning for Covid vaccination for staff. Unknown when transit staff will be eligible for the vaccine.
- 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.
- Transit staff continues to monitor the COVID-19 pandemic and will make adjustments as needed.
- 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 developed at this time as well as a complete inventory of all bus stops. The next Advisory Committee meeting will be in early February.
- The 2021 fixed route buses are on order and expected to be delivered in late March 2021.
- The AVL proposals are currently being evaluated.
- 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.