



## 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 30, 2021

#### City Administrator Highlights

- Continue to hold weekly EOC (Emergency Operations Center) Staff meetings to discuss City operations related to COVID-19 and held a Policy group meeting (sub group of EOC) to continue discussions on the City employee mask policies.
- Held a Department Director's Meeting.
- Held a Bi-weekly development update meeting with Community Development
- Participated in meetings regarding partnerships for the Waukesha Employee Health and Wellness Center
- Held a "Kickin' it with Kevin" virtual talk to provide updates for employees and answer any questions.
- Attended initial meetings to discuss bargaining for the Fire Department
- 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, Ald. Manion, Ald. Wells.

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

- **Historic Preservation Days:** The Waukesha Preservation Alliance and partners are offering several activities that can be virtually or are self-guided such as a scavenger hunt, trivia, speaker event and more! [More info.](#)
- **Pizza, Polka & Art in the Park:** Tuesday, May 11, 5:30-7pm in Frame Park, join us in celebrating the City and the School District of Waukesha. This event will showcase what school was like 125 years ago, feature 4k artwork, offer free pizza (while supplies last) and include live polka music.

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

#### Community Development



- The Department is helping to administer the Micro Enterprise COVID-19 Response Grant is to assist small businesses located in the City of Waukesha that are owned by a person earning 80% of the County Median Income Level with five (5) or fewer Full-Time Equivalent (FTE) Employees. Grant funds are to be used for responding to any COVID-19 Related expenses including marketing or creating websites/online ordering systems, interior and exterior improvements related to COVID-19, and purchase of Personal Protective Equipment/supplies. [More info.](#)
- The Department is working on updating the business resource section on the website with additional programs and assistance that are available due to COVID-19.

### **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 “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. Demolition of the Building should be complete by first week of May.
- Landscaping has been taking place at the new building.

#### **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 started the project on July 13, 2020.
- The paving of the pool deck is scheduled to be complete by the end of next week. The tile in the plunge pool is 90% complete. The plastering of the pools will begin on May 6th with pool filling to follow.
- 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:**

- Remove, gravel, and grade Fairmont Avenue (Complete)

- Remove, gravel, and grade Lawndale Avenue (In progress)
- Curb and gutter on Caldwell and Fairmont (In progress)

Future work:

- Monday 4/26 finish curb on Fairmont and complete curb on Lawndale
- Tuesday 4/27 pour the intersections of Lawndale/Caldwell and Lawndale/Fairmont
- Wednesday 4/28 final sewer adjustments and final road base check
- Thursday 4/29 pour Caldwell Street
- Friday 4/30 pour Fairmont Avenue
- Mid to late the following week (5/5-5/7) pour Lawndale Avenue

**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 (4/19 – 4/23)

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

- Completed storm sewer installation from the RR tracks to W. St. Paul Ave.
- Completed water main installation from Philip Dr. to College Ave.
- Sanitary sewer lateral and water service installations from College Ave. to Marshall St.
- Traffic signal control base installation at the W. St. Paul Ave./N. Prairie Ave. intersection
- Traffic signal control base installation at the W. St. Paul Ave./Washington Ave. intersection
- Temporary concrete pavement placed at College Ave./Prairie Ave. intersection

Planned Work Next Week (4/26 - 4/30)

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

- Completion of sanitary sewer laterals and water services between College Ave. and Marshall St.
- Lighting conduit installation between the RR tracks and W. St. Paul Ave.
- Existing pavement and curb and gutter removals, and new roadway pavement grading from the RR tracks to W. St. Paul Avenue

*Work Along W. Sunset Drive (Chapman Dr. to Center Rd.)*

- Traffic Control setup for the roadway and utility improvement project from Chapman Dr. to Center Rd.
- Erosion Control Installation
- Equipment/material mobilization and storage

*Additional Project work, various locations*

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

**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 5<sup>th</sup>)**

- Sanitary sewer mainline work was completed. The mainline limits were between National Ave and E Main St.
- Sanitary sewer laterals in progress – nearing completion.
- Watermain work started on the week of 4-12-21.

**Future Work (Week of April 19<sup>th</sup>):**

- Contractor will continue working on watermain as the primary task. Some remaining sanitary sewer laterals may continue.

**Oxford Rd & Downing Dr Intersection Utility & Street Improvements**

This project includes the following work:

- Replace the sanitary sewer main and laterals in the right-of-way
- Replace the water main and services in the right-of-way
- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary
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- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary

This week's work:

- Completed mainline sanitary sewer
- Completed water main

Next week's work:

- Test water main

**Algoma Ter, Rawlins Dr, and Badger Dr Utility and Street Improvements**

This project includes the following work:

- Replace the sanitary sewer main and laterals in the right-of-way
- Replace the water main and services in the right-of-way
- Replace any necessary curb and gutter and sidewalk
- Replace the asphalt pavement
- Restorations as necessary

This week's work:

- Started work on sanitary mainline sewer

Next week's work:

- Continue sanitary sewer constructio

### **Alley #42 Reconstruction (Grand, Frame, Garfield, Wabash)**

As part of the City's Alley Reconstruction program, Alley #42 (Bordered by: Grand, Frame, Garfield, Wabash) will be reconstructed in 2021.

Work Completed This week (4/19 – 4/23)

- Traffic control setup (Full closure of Alley 42)
- Erosion control installation
- Existing alley pavement removals
- Existing driveway apron removals
- Grading and base course placement for new concrete alley pavement
- North/South leg of new concrete alley pavement poured (Thursday/Friday)

Planned Work Next Week (4/26 - 4/30)

- Finish forming and fine grading for East/West leg pavement
- Concrete Alley pouring of the East/West leg pavement

### **CLEAN WATER PLANT:**

- Preparing DNR monthly Discharge Monitoring Report for April.
- Return flow pipeline work continues on Sunset Avenue.
- Starting on walls for return flow pump station.
- Continued work on new electrical service for new pump station.
- Two aeration basin upgrades complete and being tested.
- UV bulb replacement and start up for the disinfection season.
- Spring land application of bio-solids completed early due to limited availability of land.
- Quarterly groundwater and gas well monitoring at the West Ave. landfill completed.
- Gas holder cover inspected by manufacturer.
- Continued investigation of bio-gas use and sludge drying.
- Completed annual confined space entry practice at the West Ave. Landfill.
- Held Safety Committee meeting.

### **TRANSIT:**

- All transit staff that requested the COVID vaccine are fully vaccinated.
- The Transit Center Lobby hours have returned to scheduled hours with one change, the Transit Center Lobby now closes on Weekdays at 9:15 pm.
- The following changes to Waukesha Metro continue due to the COVID-19 pandemic for now
  - Capacity on the buses remains at 15 passengers.
  - Unlimited riding/joy riding is suspended.
  - Lost and found is limited to only essential personal items.
  - Masks are required on the bus and at the Transit Center per CDC Order.
- The 2021 fixed route buses are near ready for service.
- The Transit fueling management system and replacement dispenser project has been completed.
- 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 soon.
- The bids for the mid-life replacement engines are on the Council agenda for May 4th.

- 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.