



CITY ADMINISTRATOR

201 DELAFIELD STREET
WAUKESHA, WISCONSIN 53188-3633

Kevin M. Lahner
klahner@waukesha-wi.gov

MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors
From: City Administrator
Subject: Administrator's Report
Date: September 17, 2021

City Administrator Highlights

- Holding in-person (and virtual) Kickin' it with Kevin's one time per month to provide updates to all City employees and answer any questions.
- Held a Department Director's meeting
- Held our first and second sessions of the Employee Leadership Class. This is our 6th class. 12 employees were selected out of a number of applicants to participate in this program.
- Participated in the Mayor's Celebrate Waukesha Breakfast
- Participated in bargaining meetings with the Police Department
- Participated in Bi-weekly Development project update meeting with Community Development
- Participated in meetings on updating the Waukesha County Hazard Mitigation Plan
- Participated in a City 125th Anniversary planning meeting.
- Participated in the League of Wisconsin monthly Mayor and Managers call
- Held regularly scheduled one-on-one meetings with Department Heads: Bruce Gay, Gina Kozlik, Marquise Vasquez, Chief Thompson, Bridget Souffrant, Alex Damien, Ron Grall, Chief Howard, Chris Pofahl, Sam Walker.

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.

125th Anniversary Upcoming Events:

- **Waukesha Oktoberfest** - On Friday, September 24 and Saturday, September 25 it's a little bit of Deutschland in the heart of Waukesha! Enjoy Bier, Freunde und Fun! On Saturday, September 25, lace up your running shoes and see who can run the furthest in 125 minutes at the 125 Minute Race ([Registration Required](#)).

During Oktoberfest, stop by the 125th Anniversary booth to share your memories of Waukesha for inclusion in the City's 125th Anniversary time capsule.

- **Waukesha Art Crawl** - Starting Monday, September 27 head downtown to check out the work of local artists as part of a plein air competition! To celebrate the 125th Anniversary, the contest this



year has artists painting a list of downtown's historic landmarks. On Saturday, October 2 the contest concludes. Come out to view the winning art work, browse the art at local galleries and enjoy a bite to eat! One piece of artwork will be selected to hang in City Hall.

- **Waukesha Unlocked**- On Saturday & Sunday October 9-10 the doors to over 60 businesses, City buildings, churches and more will be unlocked for you to take a look inside! Check out all the [information on our website](#).
- **Wauk-Tober Wine and Beer Walk**- On Saturday, October 16, toast the City's 125th Anniversary with win or local craft beer pour while shopping at Downtown Businesses. [Buy Tickets](#).
- **125th Anniversary Gala**- Help us the Celebrate the anniversary in style with an evening of dinner drinks, dueling pianos, dancing and more. [Registration required](#).
- You can read the list of all our 125th Anniversary events on our website: <https://waukesha-wi.gov/1919/Anniversary-Events>

Save the Dates:

- **Celebrate Waukesha Breakfast**- The next breakfast will be held on Tuesday, December 7 at Tuscan Hall.
- **Waukesha Christmas Parade**- There are plans to have a City 125th Anniversary float in the Christmas Parade on Sunday, November 21. All Council Members are invited to walk with the float (more details will be provided as we get closer).

Department Highlights

Community Development

- The City has opened a second round of Micro Enterprise COVID-19 Response Grants to assist small businesses located in the City that are owned by a person earning 80% of the County Median Income Level with five or fewer Full-Time Equivalent Employees. This round of grant funds is focused on rent, mortgage and utility bill assistance. Applications are being accepted until September 17, 2021.

Finance

- The Department is currently working on putting together the Operating Budget Book.

Human Resources

- Employees are working through the evaluation process as part of the annual employee performance review.
- The Department will be hosting an Employee Benefit fair for all employees in November.

Library

- Construction is underway at the Library for the building redesign. The Library remains open to the public. You can read project updates here: <https://waukesha-wi.gov/2021/Waukesha-Public-Library-Addition-and-Ren>
- Waukesha Reads starts on September 18. The book this year is The House on Mango Street.

Parks/Recreation and Forestry

- The Fall Activity Guide is out. <https://waukesha-wi.gov/462/Activity-Guides>
- Waukesha Oktoberfest is taking place on September 24-25.

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://waukesha-wi.gov/2028/Police-Department-Addition-and-Renovatio>

Public Works

Police Department Remodel and Addition

- The storm water pond behind the station is completed except for seeding which is scheduled for this week.
- Exterior addition has begun on the North Side of the building
- Interior plumbing has been installed and other trades have been roughed in.

Fire Station No. 4 Renovation and Addition

- The interior classroom is complete. The addition has been framed and enclosed. The brick is complete, and the contractor is waiting on siding to complete the exterior of the addition.

Library Renovation & Cutler Park Bathrooms

- The Makers Place space has begun.
- The exterior steel has been erected above the main entrance.
- The carpet has been removed in the main area of the library and replaced.
- The exterior floor of the restroom addition is complete. The contractor is waiting for the masonry block to be delivered.

Hillcrest Park Pavilion Construction:

- Concrete bases have been poured for the light poles. The trusses are onsite and the contractor will begin erecting the trusses next week.

Drop Off Center Retaining Wall Construction.

- The walls have been poured and backfilling will be completed this week. The drop off center is open partially. The contractor should finish pouring all the surface concrete next week and final asphalt pavement will begin the following week.

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.

Future work:

- The contractor will continue the upgrades at the Madison St Pump Station
- The contractor will continue working on the landscaping and pavement restorations
- The contractor will continue the demolition work at the Fiddlers Creek PS and Summit Ave PS
- The contractor will continue the setup of the bypass system along Cone View Ln and S Comanche Ln for the force main lining
- The contractor will begin excavating the access pits at key locations along Cone View Ln and S Comanche Ln to be able to start cleaning and inspecting the existing force main in preparation of lining

Pebble Valley Force main

This project is for the rehabilitation of the Pebble Valley Force Main which extends from Pebble Valley Park, along Broken Hill Ct, Broken Hill Ln, crosses Northview Rd to Sunkist Ave and terminates at University Dr.

- The asphalt replacement has been completed.
- Turf restoration is still ongoing.

2021 Street Resurfacing

This project includes roadway resurfacing and underground utility improvements on several roadways throughout the City.

Completed Areas:

- Kensington/Harris Highland Neighborhood
- Rambling Rose/Sunnyside Neighborhood
- Parking Lot 6 Brooks St. lot

Current Work:

- Meadow Ln from N. Grandview Blvd to 300 'south of Silvernail Rd
- Algoma Crestwood Neighborhood
- Park and Rec. Parking Lot

Upcoming Work:

- Richard Street Neighborhood

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 all three sections of the project; N/S Prairie Avenue, W. College Ave./Sentry Dr., and W. Sunset Drive.

Current Traffic Pattern: One Way South Bound traffic on Sentry Drive.

Work Completed/Continued This week (8/30 – 9/3)

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

- Water main RR tracks and river crossing boring, boring and tie ins completed, backfilling and restoration continue
- Sod placement, east side of N. Prairie Ave. from College to the Fox River
- Pavement Markings along Prairie Ave. from Philip Dr. to the Fox River
- Sidewalk Pouring, NE quadrant of Prairie Ave./College Ave.

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

- Underground traffic signal conduit and signal pole base installation
- Spot storm sewer installation/rehabilitation
- Water main connection within the Sentry Dr./Sunset Dr. intersection
- Final water main connection at W. Sunset Dr./Center Rd. intersection

Work Along Sentry Dr./W. College Avenue

- Concrete curb and gutter pouring from the Prairie Ave. to the Clean Water Plant
- Driveway apron prep, forming and spot pouring, west side of Sentry Dr., various driveways
- Mainline pavement gap pouring south of the Clean Water Plant and at the Chapman Dr. intersection
- Sanitary Sewer Lining

Planned Work Next Week (9/7 – 9/10)

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

- Water main RR tracks and river crossing site cleanup
- Sod placement, Philip Dr. to College Ave.

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

- Concrete paving prep/trimming throughout project limits (Tue./Wed.)
- Mainline concrete pavement pouring, north side travel lanes, throughout project limits, gapping commercial driveways to continue access (Thurs.)
- Traffic signal base installation, north side of the Sunset Dr./Sentry Dr. intersection

Work Along Sentry Dr./W. College Avenue (W. Sunset Dr. to Prairie Ave.)

- Curb ramp, spot sidewalk, and driveway grading and concrete prep work (Tue.)
- Remaining driveway and sidewalk pouring, west side of Sentry Dr. (Wed.)
- Mainline concrete pavement pouring at the connection point with W. Sunset Dr. (Fri.)

2021 Buchner Park Tennis Courts and Retaining Wall Reconstruction

As funded in the City's 2021 CIP, the tennis courts and adjacent retaining wall within Buchner Park will be reconstructed in the late summer/fall of 2021. Preliminary project work has started within the site, and will continue through October 2021.

Work Completed/Continued This week (9/7 – 9/10)

- Continued retaining wall block placement. All large blocks are in place, just wrapping up the top wall cap placement

Planned Work Next Week (9/13 – 9/17)

- Finalizing the wall construction (cap block placement along east wall)
- Backfilling of entire wall
- Pulverizing of existing tennis court pavement (Tentative, late week)

Traffic Control/Access

- The Tennis courts are closed to all users.
- The sidewalk along N. Greenfield Ave. adjacent to the retaining wall is closed.

CLEAN WATER PLANT:

- West Avenue landfill semi-annual DNR groundwater sampling.
- Return flow pipeline work continues on East Sunset, and West Avenue.
- Return flow pump station interior painting.
- Primary influent and primary effluent pump replacements continue.
- Motor Control Center replacements for primary solids pumping and primary influent pumps.
- Tertiary clarifier work for phosphorus upgrades complete.
- Continued coordination with I.T. and engineers on data communication to return flow outfall.
- Planning meeting held for bio-gas purification pilot test.
- Softener Optimization update meeting held.
- Staff responded to power outages at several lift stations due to recent severe weather.

- Two reportable Sanitary Sewer Overflows occurred in one week, one from the sewer lining project in Fox River Sanctuary Park, and one from the Pebble Valley lift station reconstruction project.

TRANSIT:

- AVL Project -GMV Syncromatics has completed its work for the AVL project. Training on a few modules and validating the system are the last steps prior to system acceptance. Although still in validation, the LCD monitor in the Transit Center lobby is displaying real time bus arrival information as well as weather and major announcements about service (Picured below). In addition, the automated bus stop arrival announcements onboard the buses are functional and the system is using GPS to automatically switch the destination signs. A web portal that is mobile friendly with an advanced bus tracking and real time bus arrivals at each bus stop will be launched in the near future. Future plans will include a mobile app.
- Working on plan with Milwaukee & Waukesha Counties to possibly extend Route 1 to the Regional Medical Center in Wauwatosa to meet the Milwaukee BRT Line when it starts operation in Fall 2022.
- Plan for North St. two way project including bus bay re-assignments and bus movements around the Transit Center has been developed.
- Mask order was extended to January 2022. The order requires masks on the bus and at the Transit Center.
- Only a few detours remain in place on routes on the south side of the City.
- Transit staff is working with SEWRPC on the 2022-2026 Transit Development Plan. Potential alternatives include route and service realignment, Route 1 enhancement, first/last mile solutions.