



## 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: September 13, 2019**

#### City Administrator Highlights

- Held regularly scheduled monthly meetings with Aldermen: Bartels, Wells, Pieper, R, Lemke, Perry and D. Lemke.
- Held regularly scheduled meetings and check-ins with Department Heads: Bruce Gay, Marquise Vasquez, Ron Grall, Rich Abbott, Fred Abadi, Chief Howard, Jennifer Andrews, Paul Klauck, Nancy Faulk, Gina Kozlik.
- Held a Department Directors meeting
- Attended the Preconstruction meeting for the new City Hall project.
- Participated in the Board meeting for the Wisconsin City/County Management Association where I serve as a member of the Board.
- Held a bi-weekly development project check-in with Jennifer Andrews and Maria Pandazi.
- Worked with Rich Abbott on the 2020 operating budget.
- Met with Human Resources to discuss the annual employee performance evaluations which are currently taking place
- Held conversations to discuss steps regarding the Town of Waukesha incorporation
- Held our first Employee leadership class of this session. There are 12 employees from across the organization participating. This is our fifth time offering this program.

#### Upcoming Meeting Dates

- City Hall Groundbreaking Ceremony on Tuesday, September 17 at 6pm.
- One-one-One meetings with Mayor and Kevin (next 2 weeks)
  - Ald. Miller- Tuesday, September 17 at 5:15pm
  - Ald. Johnson- Monday, September 23 at 5:15pm
  - Ald. Manion- Thursday, September 26 at 8am
  - Ald. Cummings- Friday, September 27 at 10am

#### Clerk/Treasurer

- Sandee Policello and Kerri Roller attended the 2019 WMCA Clerk Conference August 21-23, 2019 in Middleton, Wisconsin. There was an Election Security presentation by the Wisconsin Election Commission and Homeland Security. Some of the other educational topics included Wisconsin Alcohol Laws, Election Training, Active Threat/Shooter-Prevention & Response and Cyber Security. Kerri received a scholarship which paid her full tuition and half of her rooming expense.
- Tax refund checks for assessment corrections and litigation settlements (Woodmans & Walmart) were processed the week of August 19, 2019.



- Copies of Past Due General Billing invoices were sent to departments for review prior to rollover onto property taxes for those that are eligible.
- Letters for renewal of Rooming House Licenses will be mailed the first week of October. Staff is creating a procedure for electronic processing of inspections, which are required by the Fire, Building and Health Departments.
- In June 2019, the Wisconsin Elections Commission mailed postcards to registered voters who have not voted in the past four years; specifically, voters who had not voted since the November 2014 General Election. For the City of Waukesha, the total number of postcards mailed was 1,199. The deadline was July 31<sup>st</sup> for voters to respond. Of the 1,199; 176 voters returned their postcards to continue their registration. The remaining voters who did not respond were marked inactive and must register to vote again.
- Scanning of voter registrations is still underway. We have also started scanning alcohol applications and licenses; hard copies will remain in the office during the retention period.
- Now that the final tax settlement for 2018 real estate tax is complete, balances for any delinquent accounts must be checked at <http://tax.waukeshacounty.gov/>.

#### **Finance**

- The 2020 Budget and CIP process is underway.

#### **Human Resources**

- The Department is working on updating all City Human Resource Policies.
- Employees are currently working through the annual performance evaluation process.

#### **Parks, Recreation and Forestry**

- All are invited to attend the grand opening of the new Frame Park Playground on Wednesday, September 18 starting at 5pm. More info: <https://waukesha-wi.gov/DocumentCenter/View/10029/Invitation--Frame-Park-Grand-Opening>
- The fall activity guide is out: <https://waukesha-wi.gov/462/Activity-Guides>

#### **Public Works**

##### **Engineering Division:**

##### **Pearl Street Pump Station Improvements**

- The contractor has completed the demolition of the existing facility, internal piping, setting pump bases and is currently working on constructing the building.
- This week the floor and the roof are being installed.

##### **Main Street Utility and Street Improvements (Water Utility project)**

- All water main work on the project has been completed. Barring any emergencies, no residents will be without water for the remainder of the project.
- Reconstruction on Main Street continued this week and the installation of roadway base gravel is ongoing. Paving in the eastbound lane between Perkins and Manhattan is schedule to take place this week. The contractor is working directly with business owners in that area to coordinate access. The contractor will also be working Saturday.
- The contractor will do their best to maintain driveway access during the roadway reconstruction process and as always, your patience is appreciated.

##### **Summit Avenue Utility and Street Improvements**

- This week the contractor was able to complete the water main installation within the Summit Ave/Grandview Blvd intersection, and continued excavation and final grading of the new roadway within the Greenmeadow intersection, and to the west project match point. The electrical contractor also began installation of the street lighting and communication conduits around the Greenmeadow intersection as well.
- This week the contractor will again be working directly within the Summit Ave/Grandview Blvd. intersection. The contractor will begin on Monday with the installation of storm sewer along Summit Avenue and will continue into the Grandview intersection working from west to east. Once they cross to the east side of the intersection, they will then be installing two large size storm sewer structures within the intersection. They are anticipating completing the work within the intersection by Thursday. There will be multiple traffic control changes while the work crosses the intersection, and large storm sewer structures are installed. Please use extreme caution if you travel through the intersection or find an alternate route. After the completion of the storm sewer installation, the contractor will continue the work on water services from Western Ave. to Grandview Blvd.
- While the work is occurring within the Grandview Blvd. intersection, a second crew will continue to wrap up the final roadway excavation and grading along the reconstruction limits and prepare the gravel base course for curb and gutter installation.
- The contractor could potentially begin the curb and gutter pouring this week if conditions allow. The street lighting and communication conduit installation along Summit Avenue will also continue. During the pouring, access to all residential driveways will be restricted until the concrete cure time is achieved. The contractor will likely pour the curb and gutter, and then a day or two later complete the pouring of the driveway apron and sidewalk. This will reduce the length of time access is restricted, but the restriction will occur for 7-14 days during the work. Once dates are locked in, I will let everyone know what to expect for cure times, and access restriction dates.
- The sanitary sewer lining along the project is almost wrapped up, with a few short runs remaining on Michigan Avenue. The contractor anticipates being completed by mid-week and will have all of the bypass piping ramps within the roadway pulled to the side by Thursday or Friday. They will then work to remove the remaining areas of bypass piping along the project through the end of next week, and early the following week. Residents in the area of the project may notice the smell of resin or glue and may see steam being emitted from sewer manholes. This is a normal occurrence of the lining process, and will dissipate when the lining work is wrapped up.

#### **Northview Rd Utility and Street Improvements Phase II**

- The road was opened on Saturday, August 3rd.

#### **Greenmeadow Sanitary Interceptor Sewer**

- Last week's work:
  - Continued process of removing tunnel boring machine from tunnel
  - Continued sanitary interceptor sewer installation on Dopp St along with sanitary and water lateral work
  - Second underground crew on Joellen Dr continuing north from Stewart Hill Dr towards American Ave
  - Finished concrete restoration work (curb, driveway approaches, sidewalk) on southbound S Moreland Blvd from W St Paul Ave to Dopp St
- This week's work:
  - Finish process of removing tunnel boring machine from tunnel

- Finish sanitary interceptor sewer installation on Dopp St and begin sewer installation heading to the north on Joellen Dr
- Continue second underground crew on Joellen Dr at Stewart Hill Dr and continuing north towards American Ave. Rock blasting operations may also occur at this location daily. Those nearby may notice a low rumble when a blast is set off.
- Begin installing 36" diameter sewer in tunnel running from Madison St/Joellen Dr shaft to Lowell Park shaft
- Adjust manhole castings and prep work for roadway restoration work on southbound S Moreland Blvd from W St Paul Ave to Dopp St

#### **Clean Water Plant:**

- Submitted DNR Discharge Monitoring Report for August.
- WPDES permit renewal informational hearing scheduled October 17, 2019, at Waukesha State Office Building.
- Controls meeting was held with engineers for return flow pump station and phosphorus upgrades on September 5th.
- Water sampling continues related to WPDES permit renewal.
- Preparing for fall bio-solids land application.
- Staff participated in DNR PFAS advisory committee meeting September 6th.
- West Avenue landfill quarterly sampling performed.
- Monitoring progress of high water user softener optimizations.
- Scheduling softener optimization update meeting with softening companies.
- Assembled plant specific New Employee Orientation binder.
- Work continues on Pearl Street lift station upgrade.
- Concrete crack repairs done for gas holding membrane.
- Clean up of invasive plant species on shore of river.
- Employee relations committee meeting held.
- Filled Maintenance Operator position with internal candidate.
- Soliciting applicants for Operations Operator position.

#### **Transit:**

- Best and Final offers have been received for the transit management service contract and a recommendation to award will be brought forth in October.
- Service changes to Routes 8, 5/6 and 3/15 went into effect Sept. 3rd with no issues.
- Major bus detours are Route 1 Main St between White Rock and Manhattan continues. Minor detours on Routes 6, 5/6 and 8 remain.
- The Paratransit Bus contract with North Central Bus and Equipment has been executed and the 2020 buses are on order. Delivery date will be determined later this month.
- Submitted revised City Transit 2020 Operating budget, some changes to service and fare increases are proposed.
- Studying potential additional changes to service for the future.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The third Advisory Committee meeting will be held in early October.