

CITY ADMINISTRATOR

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MEMO

To: Mayor, City Attorney and City Council
CC: Department Directors & Press
From: City Administrator
Subject: Administrator's Report
Date: June 17, 2014

Alba Decision: As you are probably aware, Judge Dreyfus upheld almost all of the findings of the PFC in their decision to demote Mr. Alba to firefighter. However, he also ruled that the PFC failed to provide Mr. Alba his "fundamental due process" because he felt that the PFC could not be impartial because the members were fact witnesses in addition to being adjudicators. The matter has been referred back to the PFC with very little guidance as to how to correct the due-process issue. The City attorney will be working with the PFC to resolve this matter.

Emergency Government Training: The State Department of Emergency Management conducted a training seminar in the City of Waukesha last week. It was attended by 29 people including the City Administrator. The training focused on utilizing the State's E-Sponder software reporting and management system.

State Highway Mowing Policy: The Wisconsin Department of Transportation has modified roadside its mowing policy in urban areas to pay for the mowing of right-of-way grass when it exceeds 8 inches up to 10 times per season. It should alleviate some of the challenges we have had with this issue in the past. We will not have "manicured medians, but rather medians that at least have an improved appearance. A copy of the DOT policy is attached.

TIF Study Committee: The State Legislature has created a TIF Study Committee. City Planner Jennifer Andrews has been appointed to this committee. The committee will be reviewing TIF law, its benefits and impact on development and how it can be improved. The results of the study committee are reported then to the legislature.

21st Century Learning Grant: the PRF Department was recently informed that it has been awarded another 21st Century Community Learning Center (CLC) grant to be utilized with our Before and Afterschool Program at Banting Elementary School. This Department of Public Instruction (DPI) grant is for \$80,000 for the each of the next 5 years, the DPI fiscal years run July 1 – June 30. The WPRF Board voted to allow us to apply for the grant in January 2014.

This Banting CLC grant is very similar to the CLC grant we are currently utilizing at Hawthorne Elementary School. Nice job by the PRF staff in obtaining this grant.

Annual Bike Race: The Carl Zach Cycling Classic taking place on Sunday, June 22 in Downtown Waukesha. Races for various classes of competitors will take place all afternoon. This is an exciting event. If time allows, please make an effort to attend.

Administrator out of Town: I will be out of town from June 18-20 at the Wisconsin City/County Management Association Summer Conference. I will have cell phone access. In my absence, Dr. Abadi has been appointed acting Administrator.



Department Activities

Starting with this Administrators Report, I've asked each department director to provide a brief summary of activities and events that their department is involved with. The reports received follow:

Assessing Dept: The Waukesha Board of Review met and adjourned for 2014 on May 14. We had three property owners file BOR objections and appeal their assessment before the BOR. The Assessor's Office successfully defended all three appeals.

Clerk/Treasurer's Office: Our office is in the final stages of completing approximately 130 alcohol license renewals and 580 bartender renewals expiring June 30th, and ramping up for another season of Street Closings for Special Events, Runs/Walks/Parades and neighborhood block parties. Full implementation of Granicus is underway as well as testing of Tyler 10.3 and cashing as we move towards closing out the tax season mid August (the same week as the Partisan Primary Election).

Finance Dept: The Finance Committee is currently working on or towards:

- 1) Special Revenue Budgets
- 2) Cash Reconciliations
- 3) AP review and Training in Munis 10.3
- 4) Investigating Reporting in Munis 10.3

Some things that we just completed include:

- 1) Reconciliation of the Clean Water Fund Loan for the 1st draw
- 2) Budget adjustments allocating Sewer to Projects for better monitoring
- 3) WRS review for payroll code (sensitive subject)
- 4) Meeting for photocopy allocation (still not complete, but a milestone)

PR&F Dept:

- Opening weekend for Horeb Springs & Buchner Pools will be June 7th.
- Buchnerfest "Fizz, Boom, Read!" special event will be held at Buchner Park on Saturday, June 14th from 10:00AM – 12:00 Noon. This event is run in conjunction with the Waukesha Public Library and is "fun & free" for the entire family!
- The Carl Zach Cycling Classic will be held in downtown Waukesha on Sunday, June 22. Start and finish at 379 W. Main Street with races beginning at 11:00AM through 6:00PM. See racers from all over the world compete! Special thanks to presenting sponsor Couri Insurance.
- Fourth of July Parade – please contact Special Events Coordinator Joanna Adamicki at jadamicki@ci.waukesha.wi.us to reserve your spot on the "VIP Trolley" and ride in the parade!

Cemetery Dept: The month of May is typically a very busy month. Plant material for flowerbeds, cemetery displays, etc., all get delivered during the first week of the month and must all be planted by Memorial Day. Additionally, about half of the seasonal grounds staff did not start until later in the month, and 2 of 6 don't start until early June. Additionally, the grass kicked into high growth status, so mowing and trimming also had to occur. On top of all that we had a higher than average number of services.....all of which has made May a very challenging month.

On June 7th, we will host the Compassionate Friends who will be here to plant around the Children's Memorial, and conduct a Balloon Launch.

DPW:

Engineering Division:

- City Buildings and Facilities:

- Police Department Parking Lot Replacement including fencing – will be awarded to low bidder on June 17, 2014. City Crews could start the City portion of the project in the immediate future.
- Municipal Garage and Incinerator Roof Repairs – 75% complete.
- Heyer Drive Tennis Courts – Bids will be open July 11, 2014.
- Downtown Lighting Distribution Project – approximately 50% complete. Waiting for the delivery of the new light poles, but new poles are only a small portion of the project. Contractor will not return to Main Street between Clinton and East Ave until after the 4th of July parade.
- **Flood Mitigation:** designing S East Ave. and Sunset Dr. Intersection flood mitigation plan; plan of installing large diameter relief sewer pipe extending from intersection south to discharge point near STH59/164(Les Paul Pkwy).
- **Sanitary Manhole Inspections:** inspecting SE section of City.
- **Street and Utility Projects:**
 - Arcadian & N Hartwell Ave.: Sanitary sewer construction 99% complete, water main 90% complete, storm sewer 50% complete.
 - Chicago Ave. – Sanitary sewer 95% complete, Water main in progress
 - Clinton St.: Sanitary sewer & water main – complete; road construction – 95% complete north of Main St and in 90% south of Main St.
 - Windsor Dr. and S. Charles St.: sanitary sewer, water main, road removals, grading and graveling – complete; road construction – in progress.
 - Genesee St.: Sanitary sewer and water main installations - complete. Road excavations and stoning - in progress.
 - Lincoln & Eales Ave.: Project will begin in approximately 1 week.
- **Street Asphalt Patching:** patchwork has begun.
- **Street Concrete Patching:** potential start date of 6/19/14.
- **Sidewalk Inspection Program:** survey is 50% complete.

Metro Transit Division

- **New buses:** secured the 80% federal funding to replace the seven buses authorized in the 2014 City Budget.

Parking Division

- **Parking:** Working with the Clarke Hotel in creating a more convenient parking solution.

Streets Division

- **Street repair:** Spring St. is finished which was a total depth removal new base and repaved. West Ave. new concrete patches have been put in. Started on North St. with new concrete going in.

Wastewater Treatment Division

- **Construction update:** Digester demolition mostly complete, along with 30" sewer line relocate. Zeroing in on Clean Water Fund loan closing.
- **Reporting:** Annual CMAR report complete, scored an "A" in all ten categories. Draft of phosphorus operational evaluation report complete. Working on chloride and UV reports.

Metro Transit Division:

- **New busses:** secured 80% federal funding to replace seven buses authorized in the 2014 City Budget.

Streets Division:

- **Street repair:** crews filling pot holes and patching street repairs.

- Mulching and composting: crews are grinding brush piles and yard waste for mulch and composting.

Parking Division:

- Sent out Request for Proposals for the purchase of new parking revenue equipment. The new system will now be a credit card only payment system. The last time the equipment was updated was in 1999.

Wastewater Treatment Division:

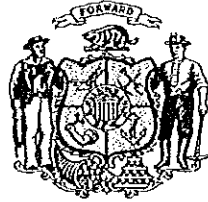
- The contractor is working on relocating utilities on site and have started demolition of our digester from 1965 to make room for the construction of a new egg-shaped digester.

As always, if you have any questions about the above matters or any other City administrative business/activities, please feel free to contact me.

State of Wisconsin
JOINT LEGISLATIVE COUNCIL

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Terry C. Anderson
Director
Laura D. Rose
Deputy Director

June 2, 2014

Ms. Jennifer Andrews
City of Waukesha
620 Madison St.
Waukesha, WI 53188

Dear Ms. Andrews:


We are pleased to inform you that the Joint Legislative Council has appointed you to serve as a Public Member of the Legislative Council Study Committee on the Review of Tax Incremental Financing. The Study Committee is directed to study and review the intent behind tax incremental financing (TIF) laws and how the TIF laws are utilized by cities, villages, towns, and counties. The committee shall also evaluate current TIF laws and recommend legislation that could improve their effectiveness and study how they impact a local governmental unit's finances and property taxes; economic and community development; and job growth.

A membership list is enclosed. As soon as the first meeting has been scheduled, you will be notified. One hour prior to the first meeting, the Legislative Council will conduct an orientation for all public members. We urge you to attend.


If you have any questions concerning the work of your committee, please feel free to contact: Scott Grosz and Melissa Schmidt, Senior Staff Attorneys, at (608) 266-1304.

Thank you for your willingness to serve on the study committee. We look forward to receiving the findings and recommendations of your committee.

Sincerely,



Senator Luther Olsen, Co-Chair
Joint Legislative Council

LO:JB:ty
Enclosure


Representative Joan Ballweg, Co-Chair
Joint Legislative Council

Supporting Effective Governance Since 1947

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|---|----------------------------|-----------------------|-------------------------------|
|  | Highway Maintenance Manual | | Bureau of Highway Maintenance |
| | Chapter 07 | Roadside Management | April 2014 |
| | Section 05 | Herbaceous Vegetation | |
| | Subject 40 | Urban Mowing | |

1.0 Authority

Trans 280, Roadside Vegetation Management, establishes uniform procedures to maintain, enhance and protect roadside vegetation and ecology (maintenance of trees, shrubs, grasses and forbs).

s. 66.1037(1), Wis. Stats. "The authority may improve such lands by suitable planting, to prevent the erosion of the soil, or to beautify the highway. "...it shall be unlawful for any person to injure any tree or shrub, or cut or trim any vegetation other than grass, without the consent of the highway authority and under its direction".

FDM 27-1-15 Department policy chapter providing a listing of federal transportation rules pertinent to roadway vegetation management.

NR 40 Invasive Species Identification, Classification and Control. This is the Department of Natural Resources Administrative Code. Regulation includes the movement of invasive plants or their seeds, either intentionally through planting or unintentionally through construction, mowing or other operations. To comply with NR 40, the need to control the movement of invasive plants and their seeds is essential.

2.0 Urban Mowing

This urban mowing policy is used in combination with the natural roadsides philosophy addressed in HMM 07-05-35 and allows for increased mowing frequency in specified urban areas to produce a closer match in vegetation management to adjacent land uses. This urban mowing policy describes the mowing procedures and expectations for mowing of:

1. Urban highways
2. Urban controlled-access highway interchanges.

2.5 Invoicing and Activity Codes

Funding for Urban Mowing is budgeted for under the following project ID's and activity code for reimbursement purposes:

- ♦ Project ID# - 00XX-01-33 Activity Code 045 (Urban Mowing)
- ♦ Project ID# - 00XX-01-34 Activity Code 045 (Urban Mowing)

3.0 Definitions

Connecting Highways – Local streets and roads that carry state highway traffic through cities and villages. (They also include some short segments in townships). In these areas, the municipality is provided financial aids and is responsible for providing routine maintenance to state highway standards. Since the municipality is the maintaining authority, they are also the permitting authority under Wis. Stat. WisDOT maintains a list of official connecting highways at <http://www.dot.wisconsin.gov/projects/planresources/connecting.htm>.

Municipal Extension - The section of state trunk highways located between the corporate boundary and connecting highway limit (construction limit) in municipalities having connecting highways; or a state owned route that is located in a urban area that runs between the corporate limits and is not bound on either end by a connecting highway limit.

Municipal limits - the corporate boundaries of the municipality designated as the city, village, or town limits on the latest version of the plat maps found at <http://dotnet/dtim-bshp/cvt/>.

Municipality – A political unit, such as a city, village or town, incorporated for local self-government.

Controlled-access highways – Highways, or sections of highways, that have full or partial access control. If a highway has full controlled-access, the property owner has no right of access to that highway. This includes any interstate and freeway interchanges.

Metropolitan Planning Organization (MPO) – MPO is an area defined for each urbanized area with a population greater than 50,000 for the purpose of providing a forum for local decision-making on transportation issues of a regional nature.

Premier Resort Area - means a political subdivision whose governing body enacts an ordinance or adopts a resolution under s. 66.1113(2)(a), Wis. Stats. Wisconsin law permits a municipality or county to impose a "premier resort area" tax if the municipality or county meets certain criteria as described in s. 66.1113, Wis. Stats.

State Trunk Highway (STH) – are highways of the State Trunk Highway System designated by number, which also include the Interstate System and U.S. highways, excluding connecting highways. These highways are the responsibility of WisDOT. WisDOT maintains a list of these highways.

4.0 Urban State Trunk Highways

Urban STH are identified as roadways having all of the following attributes:

- ◆ Not a designated Connecting Highway
- ◆ Right of way within a Municipality designated as a Municipal Extension.
- ◆ Roadway defined as curb and gutter sections and medians
- ◆ Highways with a speed limit of 50 mph or less.

(Detailed maps of each county's Urban highways are to be compiled and maintained by each Region office. These maps will identify all areas including areas that may not meet all of the criteria listed above.)

Roadways meeting all of the criteria above, but have a project maintenance agreement in place with a municipality as identified in Section 7.0, Mowing by Others, in HMM 07-05-35; are being maintained by private individuals; or the municipality has an established mowing ordinance in place shall NOT be included in the urban mowing area.

If there is a section of the roadway defined as an Urban STH, but has a mowing area that historically has not been mowed, it shall continue to remain as unmowed.

Mowing Start Time, Frequency and Height

Once vegetation reaches the height of nine inches (9"), mowing operations may begin. Due to the variability of the right-of-way topography, the minimum vegetation height shall be maintained at a level necessary to prevent the "scalping" of existing turf; consequently, weakening the vigor of individual plants, encouraging erosion, and impacting water quality.

The goal is to have no more than ten (10) mowing cycles during the mowing season, unless there has been prior written Department approval. The Department understands the unpredictability of the growing season from year to year, but the standard expectation is no more than ten (10) mowing cycles are needed in an average growing season.

Urban mowing procedures, mowing more often, will generally remove the flowers from plants before they turn to mature seed limiting the concern for spread of invasive seeds during mowing operations. Invasive species must be mowed before they go to seed and during periods of low energy reserves, thereby reducing its ability to

propagate. This can be accomplished by either mowing more often preventing the seeds from developing or completing the mowing by the dates identified for each county in [Figure 1 HMM 07-05-35](#). In all situations, if mowing occurs when seeds are present the best management practices (BMP's), as identified in section 6.2, must be followed to comply with NR 40.

Urban mowing area perimeters shall be set each season at the first mowing cycle and should not be expanded during the season. Mid or late season expansion of mowing areas will cause the distribution of seeds from invasive plants resulting in the violation of NR40.

Mowing For Woody Vegetation

The combination of more frequent mowing to match adjacent land use and proximity to urbanized locations should limit the need for woody vegetation control inside the "clear zone." If it is determined that mowing for woody vegetation control in the "clear zone" is required, Department approval shall be acquired. This is typically done, when feasible, in conjunction with another mowing and not as a separate mowing event. This is not intended to be a fence line to fence line mowing. In some limited cases, when the "clear zone" goes to the fence line, this will be the case. Anything outside of the "clear zone" as defined in the [Facilities Development Manual \(FDM\) 11-15 attachment 1.9, Clear Zone Distance Tables & Recovery Area Width Determination](#), must not be mowed.

Mowing Width Extents

When no curb and gutter exists, the outside shoulder cut should be the lesser of the following options: mow to the bottom of the ditch or out 30 feet (two passes) from the finished shoulder point away from pavements.

When curb and gutter exists the outside shoulder cut should be the lesser of following options: mow to the right of way or out 30 feet (two passes) from the curb and gutter. Mow all terraced areas that are not being mowed by private individuals or under other municipal agreements, see section 7.0 Mowing by Others. The terraced areas may be between the roadway and a sidewalk or a shared use path.

All mowing should be accomplished in the direction of traffic.

Mow all medians and grass islands.

5.0 Urban Controlled-access Highway Interchanges and Access Roads

Areas qualifying for this application of mowing are identified below. The detailed maps urban mowing maps identify specifically which controlled-access highways and interchanges and access roads are eligible for this application of urban mowing.

- ♦ Location inside a State defined MPO or within a State defined "Premier Resort Area", per s. 66.1113, Wis. Stats.
- ♦ Part of a controlled-access highway (Interstates, freeways, and freeway/expressway mixes)
- ♦ The AADT on two interchange ramps is 5,000 or the AADT on one interchange ramp is 7,500

Mowing Start Time, Frequency and Height

Once vegetation reaches the height of eighteen inches (18") mowing operations may begin. The vegetation should not be mowed shorter than six inches (6"). Due to the variability of the right-of-way topography, the minimum vegetation height shall be maintained at a level necessary to prevent potential for "scalping" of existing turf; consequently, weakening the vigor of individual plants, encouraging erosion, and impacting water quality.

The goal is to have no more than six (6) mowing cycles during the mowing season, unless there has been prior written Department approval. The Department understands the unpredictability of the growing season from year to year, but the standard expectation is no more than six (6) mowing cycles are needed in an average growing season.

Urban mowing area perimeters should be set each season at the first mowing cycle and should not be expanded during the season. Mid or late season expansion of mowing areas will cause the distribution of seeds from invasive plants resulting in the violation of NR40. In all situations, if mowing occurs when seeds are present the best management practices (BMP's), as identified in section 6.2, must be followed to comply with NR 40.

Mowing For Woody Vegetation

The combination of more frequent mowing to match adjacent land use and proximity to urbanized locations should limit the need for woody vegetation control inside the "clear zone." Mowing for woody vegetation control in the "clear zone" should only be done every three years. When feasible, this should also be done in conjunction with another mowing and not as a separate mowing event. This is not intended to be a fence line to fence line mowing. In some limited cases, when the "clear zone" goes to the fence line, this will be the case. Anything outside of the "clear zone" as defined in the Facilities Development Manual (FDM) 11-15 attachment 1.9, Clear Zone Distance Tables & Recovery Area Width Determination, must not be mowed.

Mowing Extents

Interchange mowing shall stop at the exit and entrance ramp terminals. When the maintenance crossover is within 200 feet of the ramp terminal it will be allowed to mow down to the maintenance crossover. Mowing should be accomplished in the direction of traffic. Figure 1 and 2 identify example interchanges where mowing is allowed on a "diamond" and "cloverleaf" interchange.

Outside shoulder – This cut shall be the lesser of the following options: mow to the bottom of the ditch or 30 feet (two passes) from the finished shoulder point away from pavements.

Infields – The infield, as identified in Figure 1 and 2, shall be cut a maximum of 45 feet from the finished shoulder point away from the pavement. Woody vegetation outside of the clear zone shall remain and mowing in wet areas is not permitted to prevent rutting and erosion.

Medians – When a median exists mow from ramp terminal to ramp terminal or maintenance crossover to maintenance crossover to match how the outside shoulder is mowed.

6.0 Other Mowing Guidelines

- ★ Woody vegetation outside of the clear zone shall remain.
- ★ In some limited urban areas, vegetation may be cut from right-of-way line to right-of-way line. It is not the intent of this policy to mow the entire right-of-way in urban areas.
- ★ Prior to mowing, remove all litter and hazardous debris, see HMM 07-01-20.
- ★ Mowing equipment should not be run on slopes greater than three to one (3:1) for operator safety and to prevent scalping and rutting of the turf areas, unless the proper equipment can be utilized. Fragile slopes on sandy soils should not be mowed if equipment causes scalping, rutting, or other damage.
- ★ Mowing is not permitted in wet areas to prevent rutting and erosion.
- ★ For delineator posts and sign posts, guardrail, and newly seeded areas, see HMM 07-05-35.

6.1 Asphalt or Concrete Medians

Pre-and post-emergent herbicides may be used for maintaining weed growth on asphalt or concrete medians. See HMM 07-05-15 for more about the use of herbicide use.

6.2 Best Management Practices (BMP's)

For guidelines to minimize the inadvertent spread of invasive species refer to the voluntary and preventative methods contained within the manual "Invasive Species Best Management Practices for Transportation and Utility Corridors". Generally, it recommends:

- ★ Adhering to species specific mowing time guidelines

- * Not mowing heavily infested invasive species areas when seed is mature or will ripen after being cut
- * Cleaning off mower decks and other seed collection areas on equipment before mowing un-infested areas or moving equipment to other locations.

6.3 Karner Blue Butterfly (KBB)

In areas identified as having KBB, specific timing and frequency of mowing requirements must be adhered to. These requirements and designated areas of KBB are outlined in the [HMM 07-15-10](#).

7.0 Mowing by Others

For mowing by others see [HMM 07-05-35](#)

Figure 1 – “Diamond” Interchange

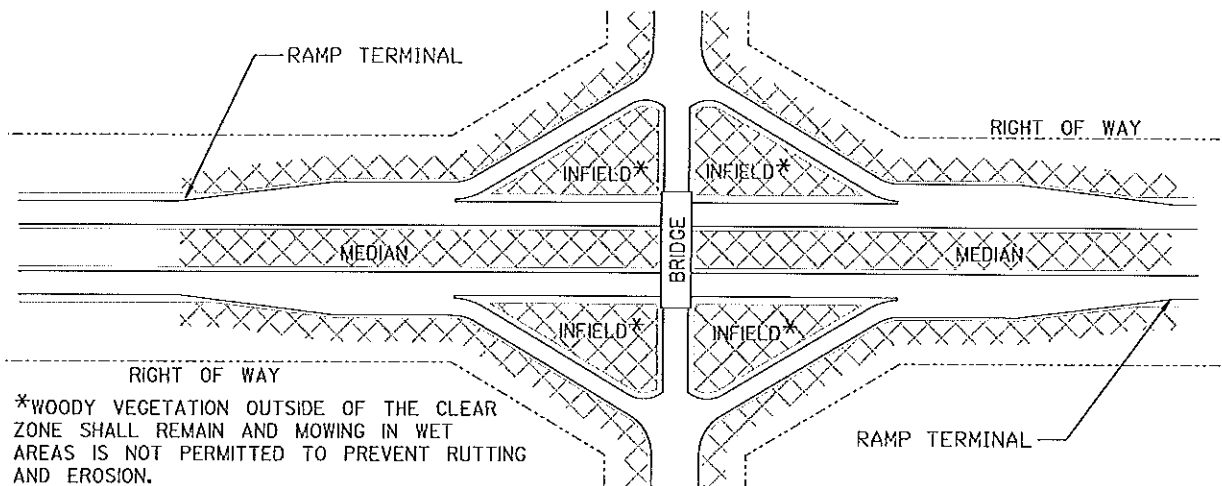
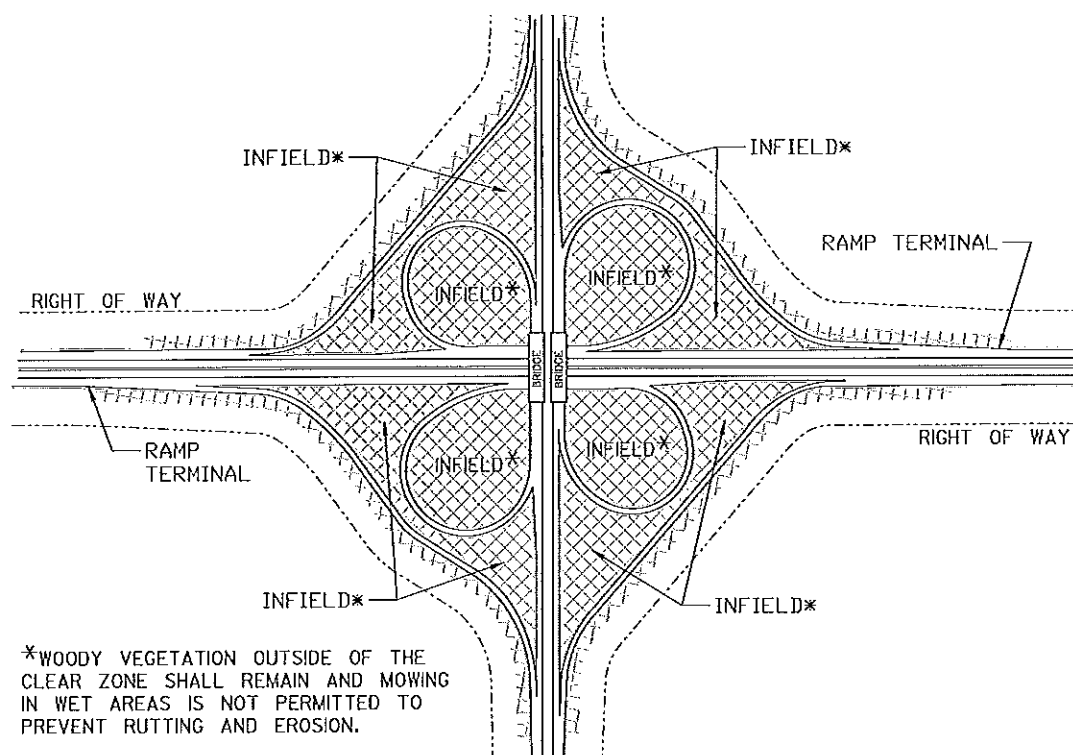


Figure 2 – “Cloverleaf” Interchange



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