



## CITY ADMINISTRATOR

201 DELAFIELD STREET  
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: December 13, 2019**

#### City Administrator Highlights

- Participated in Press Conferences and meetings with the Police Department regarding the incidents at Waukesha South and Waukesha North High Schools.
- Held a weekly meeting with a City staff team to discuss town incorporation efforts and the City's efforts to stop the incorporation.
- Participated in the Mayor's Celebrate Waukesha Breakfast.
- Held a breakfast for City Administrators in our region through the Wisconsin City/County Managers Association (WCMA). Kevin is on the board for WCMA.
- Participated in a meeting to discuss the 2020 borrowing process
- Participated in meetings with the Human Resources Department to discuss the employee evaluations. This was our first year of having all employees go through the NeoGov evaluation process.
- Held two sessions of the Employee Leadership Class. There is one session remaining with the class graduating at the Council meeting on Tuesday, January 21.
- Held regularly scheduled monthly meetings with Aldermen: Johnson, Bartels, Moltzan, Wells, Browne, Rodriguez, D. Lemke, and R. Lemke.
- Held regularly scheduled meetings and check-ins with Department Heads: Bruce Gay, Marquise Vasquez, Chief Howard, Fred Abadi, Rich Abbott, Rong Grall, and Chris Pofahl.

#### Upcoming Meeting Dates

- One-one-One meetings with Mayor and Kevin (next 2 weeks)
  - Ald. Miller- Tuesday, December 17 at 5:15pm
  - Ald. Johnson- CANCELLED for this month
  - Ald. Manion- CANCELLED for this month
  - Ald. Cummings- CANCELLED for this month

#### Clerk/Treasurer

- The tax bill data run was finalized November 27<sup>th</sup> and bills were mailed on Friday, December 6<sup>th</sup> (Real Estate = 21,650, Personal Property = 1,897 and Airport Hangars = 91). The tax insert included with each tax bill contains important payment options and due dates.  
[https://waukesha-wi.gov/DocumentCenter/View/8751/2019-Tax-Insert\\_Final?bidId=](https://waukesha-wi.gov/DocumentCenter/View/8751/2019-Tax-Insert_Final?bidId=).
- Tax bills were made available on the County's website for online payment on December 9<sup>th</sup>. Payments made through their payment portal are at no cost to the City. The customer fee for



online payment by echeck is \$1.50 (paid by entering the bank routing number and checking account number); \$3.95 for Visa Debit; and 2.39% if using a credit card.

- Taxpayers can also make their real estate tax payment at any Waukesha State Bank branch location with their original tax bill. In most cases, property owners with overages on mortgage checks can also get an immediate cash refund (up to \$500) on an escrow check overpayment. Visit Waukesha State Bank's website for location and hours: <https://www.waukeshabank.com/about-us/branch-and-atm-info>. Waukesha State Bank is open until noon on December 31, 2019.
- Regular hours for tax collection at City Hall are Monday through Friday 8 am to 4 pm. In observance of Christmas and New Year's, City Hall will be closed December 24<sup>th</sup> and 25<sup>th</sup>, and December 31<sup>st</sup> and January 1, 2020.
- Pdfs of individual tax bills are available through our Property Information page at <https://waukesha-wi.gov/202/Property-Information> and through the County website at: <https://tax.waukeshacounty.gov>
- We are in the process of coordinating something new with Waukesha State Bank this tax season to process their mortgage holders' tax payments. Instead of the bank mailing individual escrow checks to our taxpayers, the funds will be deposited into our account and we will receive a list of payments to enter into our tax system. This will more efficient than handling single checks and a better option for the taxpayer. We will also be able to load the payment list for more efficient processing.
- Tax receipts are mailed to taxpayers submitting payment by mail and lender payments. We are working toward improving the receipt generation and mailing process turnover time and evaluating areas for improvement.
- 2019 animal licenses have been finalized and closed out with the County and State for their portions of licensing fees. There was a total of 1,889 dog licenses and 236 cat licenses sold in 2019. Renewals were mailed December 6<sup>th</sup>, and can be paid at the Clerk-Treasurer's office or mailed with a self-addressed stamped envelope for the tag return. A \$5 late fee will be assessed for each animal after April 1st.

## **Human Resources**

- The Department is working on updating all City Human Resource Policies.

## **Public Works**

### **Engineering:**

#### **New City Hall**

- Marriott, the Concrete Contractor, continued their work on the foundations and walls and will begin with insulation. They have poured most of the northerly wall of the building and will be going around the corner nearest Delafield St. this week.
- The construction of the southerly wall of the building is complicated and has taken many meetings to conclude the means and methods of that construction. Greenfire has this figured out and will begin that area in the near future.
- The east stairwell structure is complete and the contractor has begun to build the west stairwell and elevator shaft. The elevator hoist has arrived to the site. The retaining wall between the water utility and the new City hall has begun.
- Next week the contractor will continue footing and foundation wall construction, beginning on the south side of the future building.

- Videos and pictures of construction progress are available on the City's website at: <https://waukesha-wi.gov/1852/City-Hall-Construction>

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

- As weather permits, the traffic signal work at Main St and Perkins Ave continues. It is anticipated the traffic signal will be operational the week of December 16th.

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

Last week's work:

- Completed cleanup of Lowell Park shaft area. Final restoration of the turf area will be in spring 2020.
- Completed sanitary sewer construction on Michigan Ave at Western Ave heading to the west towards Greenmeadow Dr and the stretch along Greenmeadow Dr. All sanitary flow is now flowing through the new interceptor sewer and the Greenmeadow pump station has been turned off.
- Completed curb and sidewalk removals and replacements on Joellen Dr between Luis Ct and Dopp St and at Madison St/Joellen Dr intersection
- Completed (Friday) milling and grading of Joellen Dr between Luis Ct and Dopp St
- On Saturday 12/7 will pave Joellen Dr between Luis Ct and Dopp St and at Madison St/Joellen Dr intersection. Final surface course on Joellen Dr will be placed in spring 2020.

This week's work:

- Grade and place temporary pavement on Michigan Ave between Western Ave and Greenmeadow Dr. Final pavement restoration will be in spring 2020.
- Begin removals/abandonment of old force main
- Begin demolition of Greenmeadow pump station (contingent on We Energies schedule)

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

- Submitted DNR Discharge Monitoring Report for November.
- Alternative phosphorus treatment selection approved by DNR.
- Connection Fee update approved.
- Impact Fee analysis underway.
- Fall bio-solids land application on hold indefinitely due to weather.
- Completed industrial user annual inspections.
- Expanded list of trained softener optimizers for the program.
- Annual Fire Inspection completed.
- Staff attended nutrient removal seminar.
- SCADA computers replaced.
- New computerized maintenance program install complete.
- New BOD meter for Lab.

#### **Transit**

- Holiday Bus Service Schedule - There will be no bus service on Christmas (12/25) or New Year's Day (1/1/2020). Service will be shortened on Christmas Eve with service ending roughly 6:45 pm. All other service days during the holidays will operate as scheduled.

- Bus Detour Update - There is still a detour on Route 8 and 7/8 on Michigan Ave. affecting North High School which should be over soon. Route 7 and 7/8 is not able to operate on Waukesha Memorial Hospital's property until Fall 2020 due to construction.
- Working on implementing the changes to service and pass fare increase that are effective January 2, 2020.
- Transit staff continues to work with SEWRPC on the 2021-2025 Transit Development Plan process. The fourth Advisory Committee meeting was held December 11th and route-by-route analysis was conducted. The route-by-route analysis supports the consolidation plan being implemented for night and Sunday service. The meeting also discussed public outreach plan.
- Received final quote from Gillig, LLC, our bus manufacturer, for the 2021 fixed route bus order. Pricing was \$12,000 less per bus than expected. This purchase will be on the Consent Agenda for December 17th.
- The Intergovernmental Agreement (IGA) with Waukesha County to provide them with Transit Administrative Services has been approved and just working out final contract language.
- Working on implementing the new schedule for Waukesha County Route 906 Mukwonago Milwaukee which will go from 3 trips in each direction to 1 trip effective January 2, 2020. Route 906 will also operate on Wisconsin Ave. in downtown Milwaukee vs. Wells and Michigan like the other 900 series routes.
- A public hearing was held December 13th for Waukesha County Transit to receive comments on a proposed \$0.25 fare increase on all 900 series Routes (commuter routes) and the proposed elimination of 2 eastbound and 1 westbound trips between Waukesha and Milwaukee and 1 westbound trip from Delafield and Milwaukee.