

CITY OF GLENDALE
5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209

This meeting is in person, but will be broadcast over Zoom

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AGENDA—COMMON COUNCIL MEETING

Monday, September 9, 2024

6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. Public Comment. Glendale residents, business owners, and property owners are invited to speak to the Council on items that are not on tonight's agenda but are within the City's ability to regulate or control.
3. Consent Agenda:
 - a) Adoption of Minutes: Meeting held on August 26th, 2024
 - b) Approval: Accounts Payable
4. New Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
 - a) Review: Quarterly Water Utility Report
 - b) Review: Compressed Work Schedule
 - c) Review: Richard E. Maslowski and Citywide Events Fund Summary
 - d) Review and Possible Action: Adoption – 2025 Capital Improvement Plan
 - e) Review: Multi-Year Rate Plan for Refuse, Recycling, Yard Waste and Environmental Fees
 - f) Review and Possible Action: Authorization to Execute – Multi-Year Agreement with John's Disposal Service, Inc. for Curbside Collection of Solid Waste and Recyclables, Expiring December 31, 2031
5. Commission, Committee, Board and Staff Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member and for Staff and Administrator updates)
6. Adjournment.

Upon reasonable notice, efforts will be made to accommodate the needs of
persons with disabilities.

*The Common Council of Glendale currently holds meetings in person at City Hall, or an alternative physical location as allowed by the City Ordinance. As a courtesy to citizens, Council meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the City cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously. The only way to guarantee the ability to offer public comment, or view the meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.

3A-3B
9/9/2024

CONSENT AGENDA

- a) Adoption of Minutes: Meeting held on August 26, 2024
- b) [Approval: Accounts Payable](#)



CITY OF GLENDALE
OFFICE OF THE CITY TREASURER

5909 N. Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
Telephone (414) 228-1759

September 6, 2024

Mayor and Common Council
City of Glendale

Re: Accounts Payable Register

Honorable Mayor and Council Members:

This is to certify that the Accounts Payable Register, for your approval on September 9, 2024, has been reviewed and checked as to the dollar amount and vendor name on the register and the checks. Both have been found to be correct and ready for your approval for payment. This certification is for:

- Prepaid checks numbered 4137 to 4177, and 55045 to 55210 totaling \$6,674,489.17.

Upon your approval, I will complete the final processing of the Accounts Payable Register and issue the checks.

Sincerely,

CITY OF GLENDALE

Jialin Li,
Finance Manager & Treasurer

ATTACHMENTS:

1. [Approval: Accounts Payable](#)

SUBJECT: Quarterly Water Usage Report
FROM: Karl Warwick, City Administrator
MEETING DATE: September 9th, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS: The enclosed report is provided for Common Council for review purposes only. With the water utility billing now on the same billing cycle, we can now produce a report for water usage, unbilled water and other fact related to the water utility. In the future, this report will be included with the monthly reports, but on a quarterly basis.

One item to review is the total percentage of water loss. The water loss in quarter 1 and 2 is 5.70% and 5.69%. Prior to 2024, the water loss was reported above 12%. With aligning the billing cycles and with work to identify and fix water leaks, we have significantly reduced our lost water, which provides for a better financial position for the City. The report also includes water usage by type, and number of watermain breaks.

RECOMMENDATION: Review the Report.

ACTION REQUESTED: No action requested.

ATTACHMENTS:

1. [Quarterly Water Report.](#)

SUBJECT: Compressed Work Schedule Review

FROM: Jessica Ballweg, Deputy City Administrator
Charlie Imig, Director of City Services

MEETING DATE: September 9, 2024

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS: The Common Council previously approved an amendment to the Employee Handbook permitting condensed schedules for appropriate positions. This was implemented this summer and staff will be reviewing compressed work schedules that were implemented from Memorial Day to Labor Day this past summer for City Hall and Department of Public Works staff.

The compressed work schedule for the Department of Public Works included the ability to leave early on Fridays by adding an hour of work from Monday to Thursday. The compressed work schedule for City Hall staff included the same schedule compression as Public Works with the City Hall building closed to the public at Noon on Fridays.

RECOMMENDATION:

Discuss compressed work schedules for City Hall and Department of Public Works staff and future plans.

ACTION REQUESTED:

None

ATTACHMENTS

None

SUBJECT: Citywide and Richard E. Maslowski Community Events
FROM: Karl Warwick, City Administrator
MEETING DATE: September 9, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS: As requested, by Alderwoman Shaw, please find enclosed the following documents summarizing the revenue and expenses for special events in 2023 and 2024. Included is the following:

1. 2023 sales by date, including event
2. 2024 sales by date, including event
3. 2023 versus 2024 revenue and expenses for Music in the Glen and Live at the Oasis
4. 2023 versus 2024 revenue and expenses for the Live unplugged series

Below is the general sponsorship revenue received for 4th of July and for all other events in 2023 and 2024:

	2023	2024
4 th of July	\$12,185	\$13,781
All Other Events	\$4,350	\$18,267
TOTAL	\$16,535	\$32,048

Revenue by Event type:

	2023	2024
Live at the Oasis	\$5,675	\$13,250
Unplugged	\$2,500	\$6,800
TOTAL	\$8,175	\$20,050
Plus/Minus Event Donations	-\$3,825	\$1,783

These charts and the information provided does not include an evaluation of staff costs, food costs or other overhead costs necessary to operate the Richard E. Maslowski Community Park.

RECOMMENDATION: Review financial information as presented.

ACTION REQUESTED: No action required.

ATTACHMENTS:

1. [Financial Data for City Events and Richard E. Maslowski Community Park.](#)

SUBJECT: Review and Approval: 2025, 10-Year Capital Improvement Program

FROM: Karl Warwick, City Administrator

MEETING DATE: August 26, 2024

FISCAL SUMMARY:

Budget Summary:	Capital Projects Fund
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

After a lengthy review of the Capital Improvement plan by City Staff and our consulting engineers, staff is presenting a 2025, 10-year Capital Improvement Plan for review and possible adoption. The presented Capital Improvement Plan generally includes the following:

1. Modification to a 10-year plan. There are significant capital improvement projects beyond the traditional five-year mark that will impact the City's overall spending, mill rate, and debt load. As a result, the CIP plan now includes a 10-year projection. Also included is a year-by-year anticipated debt schedule and mill rate for a \$400,000 home for this period.
2. Annual Inflationary Increases. The CIP plan for all projects/vehicles/equipment now includes inflationary increases so that the same amount of work can be completed year to year. In prior years, the amount of work was reduced to maintain a consistent dollar amount for roads, water mains and other projects. Inflationary increases were also added to vehicle/equipment replacements to provide more accurate projections.
3. Watermain replacement program was moved to a every other year program. By doing this, the size and scope of the project is larger and the City will hopefully achieve better bids. Furthermore, there is significant time/money involved annually in planning a watermain replacement program. By doing this bi-annually, it will reduce time/money spent managing these improvements.
4. The road resurfacing program was slightly modified. In water main replacement years, the road resurfacing program will only include streets where water mains are replaced. The other years will only include roads not linked to watermain replacements. In 2029, funds will increase to approximately \$750,000 per the 2024 adopted CIP Plan.
5. Design engineering for watermain replacements, road resurfacing, and alleys were included in the year prior to the work. This allows for staff to plan and design the project in the previous year so early bidding and construction can occur. Earlier bidding projects typically leads to more competitive pricing.
6. Capital investments for software and technology are becoming a large annual cost and is now

included in the CIP Plan. Specific investments are listed in the next several years and anticipated costs were placed in the CIP Plan in future years.

7. \$500,000 was included bi-annually for community enhancements such as park, bike, pedestrian or other community enhancements. Those years, the Council would be asked to select projects, or defer for a larger project in future years.
8. The Supplemental Capital Improvement Plan includes a description of all projects and a list of possible future projects not included in the proposed plan.

RECOMMENDATION:

Recommend the Common Council to approve the 2025, 10 Year Capital Improvement Program per attachment.

ACTION REQUESTED:

Motion to adopt the 2025, 10 Year Capital Improvement Program as recommended.

ATTACHMENTS:

- [Capital Improvement Plan](#)
 - Debt Projections
 - Mill Rate Projections
 - Summary of Capital Improvement Plan
- [Supplemental Capital Improvement Plan](#)

SUBJECT: Rate Plan for Refuse, Recycling, Yard Waste and Environmental Charges
FROM: Karl Warwick, City Administrator
MEETING DATE: September 9th, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS: The City's agreement with Advanced Disposal (GFL) for refuse, recycling and yard waste collection expires December 31st. Staff has negotiated an agreement with John's Disposal for a 5- or 7-year agreement for these services. This item is a review of the current and possible future rates and charges, and no formal action is being asked of the Common Council at this time. Staff will take the information collected from the Common Council and develop a 5- or 7-year rate schedule to be adopted at a future meeting with the rates and charges effective January 1, 2025.

The current agreement is funded by the Environmental Charges (refuse) on the utility bill and property taxes (recycling and yard waste). Recycling is also funded by a recycling grant.

	Revenue	2024 Expense (GFL)
Environmental Charges	\$595,392	\$500,249
Recycling Property Tax	\$90,000	156,144
Recycling Grant	\$61,500	
Yard Waste Property Tax	\$131,670	\$131,670

The City's new agreement would increase costs as listed below. The agreement includes a 4% annual increase in rates during the term of the agreement.

	Current Rate	Current Total	2025 Rate	2025 Total
Refuse Collection	\$10.22	\$500,249	\$10.25	\$501,747
Recycling Collection	\$3.19	\$156,144	\$6.85	\$335,294
Yard Waste Collection	\$2.69	\$131,670	\$2.85	\$139,502
TOTAL	\$16.10	\$788,063	\$19.95	\$976,513

Refuse Collection & Environmental Charges

Refuse collection for single-family residential is exclusively funded by the Environmental charges on the utility bill. The Environmental quarterly charges are \$12 per residential equivalent. Based on these calculations, single-family residential charges funds 33% of single-family refuse collection, with all other

uses funding 66% of the single-family refuse collection. Per the enclosed, staff recommends reducing the quarterly fee from \$12 to \$1.55 per quarter, excluding single-family residential. Per the calculations, the Environmental charges would collect \$51,615 annually to fund environmental remediation efforts at Richard E. Maslowski Community Park.

In lieu of the Environmental charges, a Refuse, Recycling and Yard Waste collection charge would be placed on the utility bill, per the enclosed fee schedule if approved by the Common Council.

Recycling Charges

Property tax (\$90,000) and the recycling grant (\$61,500) funds the recycling charges for bi-weekly single-family collection. The total recycling charges in the new agreement would increase from \$151,500 to \$335,294. Recycling costs have increased substantially due to stricter regulations on recycling items and fewer places to take these items.

The fee schedule for the Recycling charges on the residential bill covers the difference between the current property tax pledge and the new rates, minus the recycling grant. The 2025 rate for recycling would be \$5.59 per month. Over the seven-year period of the agreement, the rate schedule proportionally reduces the property taxes pledged towards recycling to zero. As a result, the rate would increase to \$7.41 in 2031. This frees up funds to pledge towards necessary municipal services such as police, fire and other administrative costs that cannot continue to be covered by the City's current funding.

Yard Waste Charges

The City's property taxes funds the bi-weekly, seasonal collection of yard waste. The total 2024 cost for this is approximately \$131,000. Based on the new agreement, this cost would increase to \$139,502 in 2025, with 4% annual increases for the term of the agreement.

The 2025 rate for yard waste would be \$0 per month. Over the seven-year period of the agreement, the rate schedule proportionally reduces the property taxes pledged towards recycling to zero. As a result, the rate would increase from \$0 to \$3.61 in 2031. This frees up funds to pledge towards necessary municipal services such as police, fire and other administrative costs that cannot continue to be covered by the City's current funding.

5-Year Agreement

If the Common Council elect to adopt a 5-year agreement with John's, below is the comparison of the 2025 rates. Both include a 4% annual increase. The 5-year agreement is more expensive because it condenses the cost of new carts and other fixed assets in a shorter period.

	5-Year	7-Year	Difference
Refuse	11.35	\$10.25	10.73%
Recycling	6.95	\$6.85	1.46%
Yard Waste	2.85	\$2.85	0%
	\$21.15	\$19.95	\$1.20

In the fifth year of the agreement the 5-year (2029) total cost would be \$24.74 versus \$23.27 or \$1.47 per month greater (\$17.64 annually). If the Common Council select the 5-year agreement, staff will prepare a rate plan for this option for consideration. The fees for charges for this option are enclosed, but not a rate plan.

ACTION REQUESTED: Review the enclosed rate plan and make a recommendation to staff to prepare one for adoption.

ATTACHMENTS:

1. [Refuse Rate Case](#)
 - a. Seven Year Fee Schedule
 - b. Seven Year Rate Plan
 - c. Environmental Charges
 - d. Five Year Fee Schedule

SUBJECT: Multi-Year Agreement for Solid Waste and Recyclables Collection with John's Disposal Service, Inc.

FROM: Charlie Imig, Director of City Services
Benjamin Polony, Assistant to the City Administrator

MEETING DATE: September 09, 2024

FISCAL SUMMARY:

Budget Summary:	N/A
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

On December 31, 2024, the 10-year agreement with Green for Life (GFL) for the collection of solid waste, recyclables, and yard waste will terminate. Earlier this year, city staff issued a Request for Proposals (RFP) for a new Waste and Recycling contract. We received four proposals and selected the two lowest-cost providers for interviews and negotiations. Staff interviewed our current provider GFL and John's Disposal Service, Inc.

The proposals included options for both 5-year and 7-year contracts. For a 5-year contract, as detailed in Attachment Exhibit A, both John's Disposal and GFL would have a higher starting rate-per-household (RPH) compared to their rates under a 7-year contract. Consequently, the rate in the fifth year of a 5-year contract would be comparable to the rate in the sixth year of a 7-year contract. A five-year contract would be more expensive due to the shorter amortization period for new carts and other fixed assets from both providers.

GFL's 7-year contract proposal includes a starting combined rate of \$19.63, and John's combined proposal is \$19.95 per month. John's offers a fixed annual price increase of 4%. GFL's contract includes an inflation-adjusted rate, with a maximum annual increase of 6% based on the Consumer Price Index (CPI). Based on an annual 6% increase in the GFL contract and the set 4% increase in the GFL agreement, the cost of both agreements is comparable for the 5-year agreement. The John's Disposal agreement for a 7-year agreement is \$364,438 less expensive.

The agreement with John's offers similar services to our current agreement, including weekly refuse collection, bi-weekly recycling collection, bi-weekly yard waste collection, bulk item collection, free dumpsters for municipal facilities and events. John's agreement provides for unlimited yard waste collection, while GFL limits the amount collected bi-weekly.

Staff interviewed representatives from River Hills, Greenfield, Franklin, and other municipalities that contract with John's, and we received a favorable reference in all cases.

RECOMMENDATION:

John's Disposal Services, Inc. provides a competitive agreement for waste, recycling and yard waste disposal services with a fixed 4% annual rate adjustment. Based on the fixed rate increase and the reference from other municipalities, staff recommends approval of a multi-year agreement with John's Disposal Services. The Common Council would need to determine whether to approve a five- or seven-year agreement.

ACTION REQUESTED:

Approval of a 5 or 7-year agreement with John's Disposal Service, Inc. to provide curbside collection of solid waste, recyclables and yard waste for the City of Glendale.

ATTACHMENTS:

1. [John's Disposal Agreement](#)
2. [Cost Summary Exhibit A](#)