

CITY OF GLENDALE COMMON COUNCIL

Meeting Minutes
September 23, 2024

Regular meeting of the Common Council of the City of Glendale held in City Hall, 5909 North Milwaukee River Parkway, Glendale, Wisconsin and via Zoom conference call.

The meeting was called to order by Mayor Bryan Kennedy at 6:00 p.m.

Roll Call: Present: Mayor Bryan Kennedy, Ald. Tomika Vukovic, Jim Daugherty, John Gelhard, Phillip Bailey, Steve Schmelzling, and JoAnn Shaw. Absent: None.

Other Officials Present: Karl Warwick, City Administrator; Rhett Fugman, Police Chief; Jessica Ballweg, Deputy City Administrator; Charlie Imig, Director of Public Works; and Megan Humitz, City Clerk.

PLEDGE OF ALLEGIANCE.

The members of the Common Council, City staff, and all those present pledged allegiance to the flag of the United States of America.

OPEN MEETING NOTICE.

City Administrator Warwick advised that in accordance with the Open Meeting Law, the local news media was advised on Thursday, September 19, 2024, of the date of this meeting; that the Agenda was posted on the official bulletin board of City Hall, the Glendale Police Department, and the North Shore Library; that copies of the Agenda were made available to the general public in the Municipal Building and the Police Department; and those persons who requested, were sent copies of the Agenda.

PUBLIC COMMENT.

No public comment.

UPDATE: GLENDALE=RIVER HILLS SCHOOL DISTRICT

Karn Cronwell, Treasurer for Glendale-River Hills School District School Board provided an update on the School District referendum found on the November 5, 2024 General Election ballot. Also present were Anna Young - Interim Superintendent, Michelle Brown – Director of Business Operations, and Chris Robinson – School Board Member. Ms. Cronwell provided the financial impacts of the referendum, the reasons for the referendum, and repercussions if the referendum does not pass. Ms. Cronwell also provided more details regarding the deficit spending in the school district and overspending issues, and how those issues are being remedied.

CONSENT AGENDA.

I. File No.

Adoption of Minutes for Meetings held on August 26, 2024 and September 9, 2024, Approval of Monthly Reports, and Proclamation Declaring September 28, 2024 as Eagle Scout Recognition Day in the City of Glendale.

Motion by Ald. Schmelzling, seconded by Ald. Gelhard, to Approve Adoption of Minutes for Meetings held on August 26, 2024 and September 9, 2024, Approval of Monthly Reports, and Proclamation Declaring September 28, 2024 as Eagle Scout Recognition Day in the City of Glendale was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

PUBLIC HEARING.

Update: City's Floodplain Zoning Ordinance

An Ordinance Repealing and Replacing Chapter 13.2, Floodplain Zoning, of the City of Glendale's Municipal Code of Ordinances

Administrator Warwick stated the City has been working with the Wisconsin Department of Natural Resources (DNR) for several years on flood mitigation and floodplain management. As a member of the National Flood Insurance

Program (NFIP), the City adopted a Floodplain Ordinance years ago to comply with their requirements. Recently, those requirements have changed, and the City must adopt a new ordinance to be in compliance with the minimum NFIP requirements otherwise the City will be suspended from the program. The NFIP provides flood insurance to property owners, renters and businesses in the floodplain. The new ordinance would replace the existing one to meet minimum NFIP standards. The new ordinance maintains many of the same regulations as the current one with some changes including an exception to the “50% rule” as detailed in the ACT 175 Guidance attachment.

Mayor Kennedy opened the public hearing. Mayor Kennedy called three times for anyone on the Zoom call or in the Council chambers that wished to speak for public comment. Hearing no public comment, Ald. Gelhard made the motion to close the public hearing, seconded by Ald. Daugherty. Ayes. Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

Motion by Ald. Vukovic, seconded by Ald. Gelhard, to approve the Ordinance Repealing and Replacing Chapter 13.2, Floodplain Zoning, of the City of Glendale Municipal Code was approved. Ayes. Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

OLD BUSINESS.

- I. File No. _____
Design Review – Silver Spring Reconstruction Project

Administrator Warwick stated the City’s contractual engineering firm, Clark Dietz was present to provide a presentation on the 30% design of the Silver Spring reconstruction project. Project limits from 27th street to the Milwaukee River. This design has not been approved by the City of Milwaukee who covers 30% of the project area.

This item is for information purposes only. No action is required.

NEW BUSINESS.

- II. File No. _____
Review and Acceptance of the 2023 Financial Audit

Administrator Warwick stated the City recently completed the 2023 Financial Audit. A representative, Jake Lenell, from the City’s Contractual Audit Firm, Clifton, Larson, and Allen was present to review the results of the Financial Audit.

This item is for information purposes only. No action is required.

- III. File No. _____
Establishment of Department of Public Works Recycling Yard Gate Access Policy, Procedures and fees for Card Entry System for Access to Public Works Yard

Charlie Imig, Director of City Services, stated the Department of Public Works (DPW) had electronic gates installed 2 years ago, and in the process had key card accesses. Currently, only DPW staff have access to open the gates. The thought at the time of installation was to offer residents access to the DPW yard after hours and on weekends to drop off cardboard and yard waste. To make this happen, DPW will have to install another camera at the south entrance to its yard for security purposes. Also, key cards would have to be ordered and programmed for resident access. Security and monitoring of the yard after hours is a concern as there is a reoccurring problem with trash/bulk being dumped regularly. Controlled access would allow the City to regulate yard allowing only residents who have paid an annual fee access to the yard for cardboard drop off, oil drop off, yard waste drop off, wood chip pick up and compost pick up. As previously mentioned, another camera will be installed at the south entrance of the yard to view license plates. Any items that are illegally disposed of in the yard would result in in ticketing for illegal d by the Glendale Police. Also enforced would be the removal of items not allowed for public use. Staff is recommending an annual fee of \$20.00 for the gate card access. This fee would cover the cost of the cards, the camera procurement, installation and monitoring, as well as staff cost to process the applications. Every resident that pays the fee to get access will be required to supply best contact phone number, email, street address and full name. This information will be assigned to a unique card number. Cards for the

DPW yard expire at the end of each year. Cards may be renewed for an annual \$20 fee. A replacement card is \$20. The cards would be available for purchase starting October 1, 2024.

Motion by Ald. Daugerty, seconded by Ald. Shaw, to approve and authorize the Director of Public Works Recycling Yard Gate Access Policy and Procedure as presented was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

IV. File No.

Amendment to the Employee Handbook – Compressed Work Schedule

Administrator Warwick stated the Common Council previously approved an amendment to the Employee Handbook permitting condensed schedules for appropriate positions, including the closure of City Hall on Fridays at noon from Memorial Day to Labor Day. The compressed work schedule for the Department of Public Works included the ability to leave at 10:30 am on Friday, after working a full schedule during that week. The Common Council directed staff to prepare an update to the Employee Handbook continuing compressed schedules outside of the “summer”, with some additional restrictions as drafted below in the enclosed Handbook amendment. Staff recommend adoption of the Employee Handbook with the following changes to the Compressed Work Week schedule: the City operates a compressed work week from Memorial Day to Labor Day, with the City Hall building closing at Noon on Fridays to the public; from Labor Day to Memorial Day, the City Hall staff is permitted to operate on a compressed work week, maintaining the regular 8:00am – 4:30pm City Hall hours, provided staff is available to offer in person services to the public, when necessary, such as voter services, property tax payment collection, and other necessary services throughout the calendar year; Department of Public Works maintenance staff is permitted to operate on a year- round compressed work scheduled, which permits closing of the Public Works yard for public access no earlier than 10:30am on Fridays during a compressed work week, and in compliance with all compressed work week compliance requirements.

Motion by Ald. Shaw, seconded by Ald. Bailey, to postpone the adoption of the amended Employee Handbook dated September 23, 2024 to the October 14, 2024 Common Council meeting was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

V. File No.

Referral to the Planning and Architectural Review Commission – Zoning Text Amendment to allow Indoor Self-Storage Facilities as a Conditional Use in the B-5 Zoning District

Administrator Warwick stated the City of Glendale has been using BS&A.NET since 2013. Currently, BS&A has shifted their resources to the Cloud version, and they no further product development for the version hosted on local municipal servers. Since the current software is not being maintained, certain functions do not always function properly. Unless the City begins the process to upgrade to the Cloud version, the system will continue to have less capabilities. Staff has been preparing to upgrade to the Cloud version in the 2025 budget, and the costs for this upgrade will be realized in the 2025 budget, however staff is asking the Common Council to authorize the execution of the agreement so the conversion can begin to better ensure service gaps are not seen.

In addition to the functionality, the Cloud version includes numerous enhancements, including:

- BS&A Cloud can be accessed in real time, from anywhere, on any device and updated on an ongoing basis. Auditors can have access to streamline the audit. Those features can enhance our capabilities which .NET version has limit on it.
- The Cloud version includes numerous operating enhancements, better search capabilities and easier functionality.

Staff is recommending extending our service agreement with BS&A Cloud for such services as the accessibility and functionality will be better than our existing software. Once agreement is approved, staff can begin work on it as a 2025 project. Staff reviewed 3 software options and acquired opinion from other municipalities. From this review, we have concluded that BS&A Cloud is the best finance management system for municipalities. Staff also visited Village of Bayside to observe BS&A Cloud, which did include many enhancements. Annual costs are \$43,410 and the total upgrade implementation include a one-time cost of \$114,010, that includes the annual operating costs for 2025. With this, staff

is recommending adding the fixed asset module. This will allow the City to more effectively manage our fixed assets (buildings/equipment) and provide data on these assets to our auditors.

Motion by Ald. Bailey, seconded by Ald. Gelhard, to authorize the execution of an Agreement with BS&A Software for a Cloud Software Upgrade and annual fees, not to exceed \$114,010 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VI. File No. _____

Referral to the Planning and Architectural Review Commission – Zoning Text Amendment to allow Indoor Storage Facilities as a Conditional Use

Administrator Warwick stated Storsafe Ventures has submitted a Planning and Architectural Review Commission Application for a Zoning Text Amendment to permit indoor, self-storage storage facilities as a conditional use in the B-5 zoning district. The B-5 zoning district is generally located on the south side of Mill Road between the City's border with Milwaukee and Willow Glen Lane. Storsafe Ventures is proposing to reconstruct the properties known as 2345 and 2401 West Mill Road in generally accordance with the proposed attachments. The current uses are a power wash store, self-storage, and a moving rental facility for moving trucks and other moving equipment. None of these "uses" are permitted in the B-5 zoning district. Permitted uses in the B-4 zoning district are: professional services and administrative offices, general corporate headquarters offices, medical and dental offices, sales offices, financial services/insurance/and real estate offices, financial institution offices or headquarters without customer banking, general business offices with common accessory uses (light manufacturing) not exceeding 60 percent of the gross floor area of the primary structure, and any other use found to be a similar use by the plan commission upon review of application. Storsafe is proposing to make improvements to the existing site, including demolition and reconstruction of the existing two-story building. To permit this improvement, the City must take action. Self-storage as a conditional use means the City can intervene to limit its impact.

Motion by Ald. Shaw, seconded by Ald. Daugherty, to refer the Zoning Text Amendment to permit Indoor Storage Facilities as a Conditional Use to the Planning and Architectural Review Commission for their recommendation was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VII. File No. _____

Referral to the Planning and Architectural Review Commission – Zoning Text Amendment to allow Daycare Facilities as a permitted use in the B-4 Zoning District

Administrator Warwick stated the property at 6045 N Green Bay Road is currently zoned as a B-4 Office-Research-Service business district. This type of district includes many offices professional type businesses in addition to studios for the fine arts and restaurants. Daycares are not listed as a permitted use. Glendale Heights Childcare, currently located at 2315 W Good Hope Road, is seeking a zoning text amendment to add daycare as a permitted use to B-4 zoning. Approving this zoning text amendment would permit daycares in the B-4 zoning District. They are currently only permitted in the B-2, Community Business Zoning District and the M-1, Industrial Zoning District as a conditional use. They desire to occupy the parcel at 6045 N Green Bay. Once/if the zoning text amendment is approved, Glendale Heights would then seek approval through the PARC.

Motion by Ald. Shaw, seconded by Ald. Bailey, to refer the Zoning Text Amendment to permit Daycare Business Type B-4 Business Districts to the Planning and Architectural Review Commission for their recommendation was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VIII. File No. _____

Consideration of a Resolution – Authorizing the Vacation and Discontinuance of an Unimproved Portion of the Right of Way Reserved/Created by CSM 8772

Administrator Warwick stated the City previously approved the creation of a right-of-way area around various properties near 2510 Good Hope Road, per the attached exhibit. The City's right-of-way (ROW) extends into the property known as 2510 Good Hope Road and to permit the development of a project, the City would need to take action to vacate the right-of-way. To vacate property, the City must adopt a Resolution initiating the vacation of the right-of-way, with a public hearing no sooner than 40 days after the adoption of this Resolution. A Class 3 Public Notice is required for the public hearing. The proposed public hearing would take place on November 11th. Wis. Stat. § 62.23(5) requires any prospective discontinuance of a public ROW to be reviewed by that municipality's Plan Commission (CDA) to determine if the abandonment is in the public interest. Upon the CDA's recommendation of approval or disapproval, the draft resolution vacating the ROW would be considered by the Glendale Common Council at a public hearing no less than 40 days after the introduction of this Resolution. Further, Wis. Stat. § 66.1005(1), relating to the reversion of land titles, states, "When any highway or public ground acquired or held for highway purposes is discontinued. . .[it] shall belong to the owner or owners of the adjoining lands. . ." If approved by the Common Council at the future public hearing, the City of Glendale would vacate an unimproved (non-paved) right-of-way. The ROW abandonment would revert back to the owner of the surrounding property. The Community Development Authority (CDA) and Glendale Common Council must determine if the right-of-way vacation is in the public interest.

Motion by Ald. Vukovic, seconded by Ald. Shaw, to approve a Resolution, initiating the discontinuance of a public way was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

IX. File No. _____

Adoption – North Shore Fire Department 2025 Fees for Service

Fire Chief Robert Whitaker stated the North Shore Fire Department annually adjusts their fees for service. Is it required that at least five of the seven municipalities approve the new fee schedule.

Motion by Ald. Daugherty, seconded by Ald. Schmelzling, to adopt the Resolution Approving the 2025 North Shore Fire Department Fees for Service Schedule was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

X. File No. _____

Resolution – Allowing an option for member municipalities of the North Shore Fire Department an exception to the levy limits for charges for the North Shore Fire Department pursuant to 2005 Wisconsin Act 484

Fire Chief Robert Whitaker stated the Wisconsin State Statutes allows for the communities with a joint fire department to increase their tax levy equal to the expenditure increase for any given year. To be able to utilize this option, all seven municipalities would have to approve a resolution. The Wisconsin Department of Revenue stated a resolution must be passed annually for any of the communities to utilize the option.

Motion by Ald. Shaw, seconded by Ald. Daugherty, to adopt the Resolution Authorizing an Exception to the Levy Limits for Charges for the North Shore Fire Department Pursuant to 2005 Wisconsin Act 484 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

XI. File No. _____

Resolution – Approving a "Single or Multi-Year Capital" Budget to Purchase Large Apparatus Equipment from 2025-2029

Fire Chief Robert Whitaker stated North Shore Fire is proposing an amendment to the large apparatus capital and equipment schedule for payments for all communities in the North Shore Fire Agreement. Due to the increase in the cost of this equipment, this Resolution is being proposed to fund the cost of this equipment. This would create an annual fee schedule through 2029. The North Shore Fire Board of Directors approved this Resolution.

Motion by Ald. Daugherty, seconded by Ald. Shaw, to approve the Resolution adopting the Multi-Year Capital Budget for North Shore Fire was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey,

Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

XII. File No. _____

Ordinance – Amending Section 10.1.26 Schedule J Regarding Parking Prohibited

Charlie Imig, Director of City Services, stated Council was provided with an ordinance amending the Glendale Code or Ordinances 10.1.26, Schedule J to prohibit parking on W Glendale Avenue and W Marne Avenue at the specified locations. Staff is proposing to codify this regulation so enforcement can be performed at the locations where the traffic calming islands were recently installed. If cars are parked at these locations, traffic would not be able to proceed.

Motion by Ald. Vukovic, seconded by Ald. Schmelzling, to postpone approval of the Ordinance Amending Section 10.1.26 Schedule J “Parking Prohibited,” to prohibit parking on W Glendale Avenue and W Marne Avenue to the October 14, 2024 Common Council meeting was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

COMMISSION, COMMITTEE, BOARD, AND STAFF REPORTS.

There were several updates from Council members on the activities of the various Commissions, Committees and Boards on which they serve as a Member and an Administrator update.

ADJOURNMENT.

There being no further business, a motion was made by Ald. Bailey, seconded by Ald. Shaw, to adjourn the meeting. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Motion carried and adjournment of the Common Council was ordered at 7:50 p.m., until Monday, October 14, 2024, at 6:00 p.m.

Megan Humitz
City Clerk