

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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Meeting ID: 975 9968 6909

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AGENDA—COMMON COUNCIL MEETING

Monday, October 14, 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 September 23, 2024
 - b) Approval: Accounts Payable
 - c) Approval: Payment 2 and FINAL to Primoris Electric, Inc. in the amount of \$1,585.70 for work completed on the 2023 Sidewalk Program
 - d) Approval: Payment 1 to Milwaukee General Construction in the amount of \$342,474.30 for work completed to date on the 2024 Alley Reconstruction Project
 - e) Approval: Payment 1 to UPI, LLC. In the amount of \$152,754.34 for work completed on the 2024 Clovernook Storm Sewer Replacement Project
 - f) Approval: Payment 1 to Wolf Paving Co., Inc. in the amount of \$267,610.73 for work completed on the 2024 Roadway Resurfacing Project
 - g) Approval: Payment 1 to UPI, LLC. In the amount of \$445,525.49 for work completed on the 2024 Watermain Replacement Project
 - h) Approval: Denial of Claim – Casey Ehler
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 and Possible Action: Ordinance - Amending Sections 8.4.4 "Definitions", 8.4.7, "Licensing" and 8.4.27, "Expiration Dates" Related to Food Licensing and Regulations
 - b) Review and Possible Action: Amendment to the Employee Handbook Regarding Compressed Schedules
 - c) Review and Approval: Revised State/Municipal Financial Agreement (SMFA) for a State-Let Highway Project for Improvements to Green Bay Avenue from Silver Spring to Fairlane at a Local Estimated Share of \$562,125

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.

- d) Review and Possible Action: Change Order – Watermain Replacement Program to Remove five (5) Private Lead Laterals with UPI, LLC not to Exceed \$44,360
 - e) Review and Possible Action: Resolution - Suspending Enforcement of the 45-day requirement for the replacement of private lead laterals as required in 9.2.16 (3) (c) for a twelve-month period
 - f) Review and Possible Action: Ordinance – Amending Section 10.1.26 Schedule J Regarding Parking Prohibited
 - g) Review and Possible Action: Ordinance – Creating Section 3.6.2 “Fees for City Services, Permits, and Licensing” and amending the Code of General Ordinances of the City of Glendale, removing fees established in the Code of General Ordinances having fees set by Resolution
 - h) Review and Possible Action: Resolution – Establishing Fees For City Services
 - i) Review and Possible Action: Resolution - Authorizing the Construction of a City Public Sidewalk in Milwaukee County Right of Way from the 2225 W Mill Road (Canterbury Court) Development connecting to the Sidewalk on the North Side of W Mill Road, at the east side of N Atwahl Drive Intersection
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)
- a) Notice of Open Meeting – The City of Glendale will meet with the Labor Association of Wisconsin, INC for and on Behalf of the Glendale Professional Police Association, Local 212 on October 17th at 10:00 in Glendale City Hall for the Purpose of Negotiating a Collective Bargaining Agreement for the Period Commencing January 1st, 2025
6. Closed Session: The Common Council will convene in Closed Session per Wis. Stat. § 19.85(1)(c) to consider the employment, promotion, compensation, wage ranges or performance evaluation data of public employees over which the Council has jurisdiction or exercises responsibility (Performance Evaluation of Accountant and Administration Positions).
7. Return to Open Session
- a) Review and Possible Action: Authorization to Execute – Multi-Year Agreement with Lauterbach and Amen for Financial Management Services
8. Adjournment.

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3A-3B

10/14/2024

CONSENT AGENDA

- a) [Adoption of Minutes: Meeting held September 23, 2024](#)
- b) [Approval: Accounts Payable](#)
- c) [Approval: 2023 Sidewalk Program](#)
- d) [Approval: 2024 Alley Reconstruction Project](#)
- e) [Approval: 2024 Clovernook Storm Sewer Replacement Project](#)
- f) [Approval: 2024 Roadway Resurfacing Project](#)
- g) [Approval: 2024 Watermain Replacement Project](#)
- h) [Approval: Denial of Claim – Casey Ehler](#)



NORTH SHORE
ENVIRONMENTAL HEALTH CONSORTIUM
A Licensing and Inspection Program of the North Shore Health Department

4800 W. Green Brook Dr.
Brown Deer, WI 53223-2496
(414) 371-2980
fax (414) 371-2988
nshealthdept.org

MEMORANDUM

October 14th, 2024

To: Karl Warwick, City Administrator

From: Becky Rowland, Health Director/Health Officer
Brad Simerly, Senior Environmental Health Specialist/Deputy Health Officer

RE: Ordinance Amending Food Establishment Licensing, Rules and Regulations

The North Shore Environmental Health Consortium (NSEHC) is a program of the North Shore Health Department. The NSEHC conducts inspections and issues licenses for all food establishments, temporary events, farmers' markets, public pools, and hotels as an agent for the Department of Agriculture, Trade and Consumer Protection (DATCP). The NSEHC is requesting the ordinance Ch. 8.4.4 to Ch. 8.4.27 relating to Food Licensing and Regulations be amended. In an effort to keep current, the proposed ordinance amendment is to address changes made to statute which have been requested by DATCP to be added or changed in local ordinance. The revision to this ordinance is to ensure that it meets state standards.

Please call the North Shore Health Department at (414) 371-2980 if you have questions before the meeting.

Attachments

1. [Ordinance](#)
2. [Ordinance Changes](#)

SUBJECT: Compressed Work Schedule

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

MEETING DATE: October 14, 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, 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.

RECOMMENDATION:

Adopt the Employee Handbook with the following changes to the Compressed Work Week schedule (Section VI E.):

- 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.
- The City may operate a compressed work week from Labor Day to Memorial Day, provided:
 - The regular 8:00am – 4:30pm City Hall hours are maintained,
 - Staff is sufficient to offer in person services to the public, 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 schedule, which permits the 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 requirements.

ACTION REQUESTED:

Motion to adopt the amended Employee Handbook, dated October 14, 2024.

ATTACHMENTS:

1. [Employee Handbook](#)

SUBJECT: Review and Approval of Revised State/Municipal Financial Agreement (SMFA) for a State-Let Highway Project ID: 2565-00-05/25/75 (Improvement of Connecting Highway STH 57 from W Silver Spring Drive to 0.1 MI S of W Fairlane Avenue).

FROM: Charlie Imig, Director of Public Works

MEETING DATE: October 14, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§86.25(1)(2)(3)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

This agreement covers (75% State/25% Local) the preliminary engineering/plan development, as well as any non-participating construction items. Real estate acquisition, new sidewalk and multi-use path and participating construction items are covered 100% by the State.

This is a milling and resurfacing of N Green Bay Avenue (STH 57) from just north of W Silver Spring WB on/off ramps to 0.1 MI S of W Fairlane Avenue. Included with the resurfacing are new pavement markings, some ADA ramp improvements and any signal maintenance/updates due to age that are identified.

The cost share for this work, as previously written, will be an 75/25 split WisDOT to Glendale, which brings Glendale's share in terms of today's dollars to \$562,125. The State Municipal Financial Agreement (SMFA) is with a 75/25 cost share, so that both parties carry the burden of costs increasing or decreasing at the time of the project being LET for construction. Currently, this is not a budgeted item, so funding would need to be committed this year but will not be due, at least, until 2027.

RECOMMENDATION:

Approval of the State/Municipal Financial Agreement (SMFA) is recommended.

ACTION REQUESTED:

Motion to approve the Revised State/Municipal Financial Agreement (SMFA) for a State-Let Highway Project ID: 2565-00-05/25/75 (Improvement of Connecting Highway STH 57 from W Silver Spring Drive to 0.1 MI S of W Fairlane Avenue) as presented.

ATTACHMENTS:

1. [Revised State/Municipal Financial Agreement \(SMFA\) for a State-Let Highway Project ID: 2565-00-05/25/75](#)
2. [Project overview map](#)

SUBJECT: Change Order – Watermain Replacement Program to Remove five (5) Private Lead Laterals with UPI, LLC not to Exceed \$44,360

FROM: Karl Warwick, City Administrator

MEETING DATE: October 14th, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	\$44,360
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	3.1.10

BACKGROUND/ANALYSIS: During construction of the Eula Court watermain, four lead laterals were discovered and one in the area was also discovered for a total of five. These lead laterals are all located on the private property side of the City's water shut off box, which prohibits the Water Fund from funding the replacement. The cost per service here is \$8,872, which could vary in future years depending on the location, length of the lateral and other unknown factors.

Staff is asking for ratification for the change order signed by the City Administrator and approved in advance by the Mayor and Council President. The City's Purchasing Policy requires this process for change orders in excess of \$10,000.

RECOMMENDATION: Ratify approval of the change order for the watermain replacement project with UPI, LLC, not to exceed \$44,360.

ACTION REQUESTED: Ratify approval of the change order for the watermain replacement project with UPI, LLC, not to exceed \$44,360.

ATTACHMENTS:

1. [Recommendation Letter](#)
2. [Change Order](#)

SUBJECT: Suspending Enforcement of the 45-day requirement for the replacement of private lead laterals as required in 9.2.16 (3) (c) for a twelve-month period

FROM: Karl Warwick, City Administrator

MEETING DATE: October 14th, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	9.2.16 (3) (c)

BACKGROUND/ANALYSIS: The City of Glendale recently used approximately \$300,000 in ARPA funds to replace private lead laterals. With the information available to the City, it was our belief that all lead laterals that were lead were replaced, except for 140 that had not been inspected. We have now inspected the majority of the 140 unknown and have found zero new lead lateral pipes.

During the Eula Court watermain replacement project, five (5) lead lateral services were discovered. City Code requires a homeowner to replace the lead lateral within 45 days of it being discovered. While the City intends to replace these lead laterals this month, there are several hundred homes in the Crestwood, Port Hampton and Sprecherville areas that need to be inspected to confirm whether they are lead laterals or not. These homes have the potential for a lead lateral due to the age of the home. This fall, the City will be sending letters to these homes asking for an inspection of the lateral service line, with an inventory developed in the early spring.

In the event more lead laterals are located, staff is recommending adoption of this Resolution suspending the 45-day requirement so that the City has time to apply for grants to fund this project and to bid the lead lateral replacements.

9.2.16 (3) (c)

c. In the event of the discovery of a leak or failure in the service line, or in the event of a planned replacement of the service line, the city shall notify the owner at least 45 days in advance of the replacement. In the event of an emergency, notice may be immediate or minimal as the city determines is mandated by such an emergency condition. Upon receipt of the notice, the owner shall, at the owner's expense, replace the lead service. In all cases, the city shall supply an appropriate connection point as part of its work. The owner may elect to:

i. Contract with licensed contractor to complete the repair or replacement. All work needed to accomplish the repair or replacement shall be done at the expense of the owner. Within 45 days of the giving of notice of deficiency under subsection (2)a. of this section, proof of arrangements for repair shall be provided to the city engineer or his designee and within 45 days of the giving of notice the repairs shall be completed.

ii. Have the city contractors, if available, complete the repair.

RECOMMENDATION: Adopt the enclosed Resolution suspending the 45-day requirement to replace a lead lateral line.

ACTION REQUESTED: Motion to adopt a Resolution Suspending Enforcement of the 45-day requirement for the replacement of private lead laterals as required in 9.2.16 (3) (c) for a twelve-month period.

ATTACHMENTS:

1. [Resolution](#)

SUBJECT: Glendale Code of Ordinances Amendment for No Parking on W Glendale Avenue and W Marne Avenue

FROM: Charlie Imig, Director of City Services.

MEETING DATE: October 14, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	10.1.26

BACKGROUND/ANALYSIS: Attached is 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.

RECOMMENDATION: Approve Ordinance Amending Section 10.1.26 Schedule J “Parking Prohibited”, to prohibit parking on W Glendale Avenue and W Marne Avenue at the specified locations.

ACTION REQUESTED: Motion to approve the ordinance restricting parking on W Glendale Avenue and W Marne Avenue at the specified locations.

ATTACHMENTS:

1. [Ordinance](#)

SUBJECT: Ordinance – Creating Section 3.6.2 “Fees for City Services, Permits, and Licensing” and amending the Code of General Ordinances of the City of Glendale, removing fees established in the Code of General Ordinances having fees set by Resolution

FROM: Karl Warwick, City Administrator

MEETING DATE: October 14th, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS: The City has numerous fees and fines located in various places of the City Code and in various other ordinances, resolutions or motions. Adoption of the enclosed ordinance would consolidate all fees and fines within a Resolution to be adopted by the Common Council. The Ordinance states that all fees and fines are in Section 3.6.2. This section generally states that:

“Fee Schedule. From time to time the Common Council by Resolution shall determine the fee schedule. The fee schedule shall remain in effect unless superseded by a newer fee schedule as determined by the Common Council. The Common Council may enact fee resolutions addressing fees specific to a City department or departmental division without changing the entire fee structure.”

If the enclosed Ordinance is adopted, the Council would be asked to adopt a Resolution establishing the City’s Fee Schedule. In the event, we neglected to repeal a fee that’s included in the Resolution, the Ordinance creates Section 3.8 “All City Fees” that states the Resolution shall prevail in the event of a conflict. Not included is the North Shore Fire/Rescue Fee Schedule as the City is required to adopt that a specific way.

RECOMMENDATION: Approve the Ordinance establishing a Fee Schedule via Resolution.

ACTION REQUESTED: Motion to adopt Ordinance – Creating Section 3.6.2 “Fees for City Services, Permits, and Licensing” and amending the Code of General Ordinances of the City of Glendale, removing fees established in the Code of General Ordinances having fees set by Resolution

ATTACHMENTS:

1. [Ordinance](#)

SUBJECT: Resolution – Establishing Fees For City Services
FROM: Karl Warwick, City Administrator
MEETING DATE: October 14, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS: The enclosed Resolution would establish a Fee Schedule for the following areas.

The Resolution includes:

1. General Fee Schedule
2. Sign Permit Fee Schedule
3. Seven-Year Refuse, Recycling and Yard Waste Fee Schedule
4. Building Permit Fee Schedule
5. Storm, Sanitary, Water and Environmental Fee Schedule (Glendale Utility)
6. North Shore Health Department Fee Schedule
7. Richard E. Maslowski Park Fee Schedule
8. Police Parking Fee Schedule

The fees listed in each fee schedule have not been amended, except for the Refuse, Recycling, Yard Waste, Environmental Fees that were previously discussed with the adoption of the new Waste Disposal Agreement with John's and North Shore Health Pool License fees (in separate memo per their request).

RECOMMENDATION: Adopt the Resolution, creating a Fee Schedule.

ACTION REQUESTED: Motion to adopt Resolution – Establishing Fees For City Services

ATTACHMENTS:

1. [Resolution](#)
2. [Fee Schedule](#)
3. [Memo – North Shore Health](#)

SUBJECT: Resolution Authorizing the Construction of a City Public Sidewalk in Milwaukee County Right of Way from the 2225 W Mill Road (Canterbury Court) Development connecting to the Sidewalk on the North Side of W Mill Road, at the east side of N Atwahl Drive Intersection

FROM: Karl Warwick, City Administrator

MEETING DATE: October 14, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS: On June 3, 2008, the City approved a request from Northland Development, LLC. for a Specific Development Plan in a Planned Development for the Canterbury Court project, 2225 W Mill Road and Development Agreement.

As part of the plans, the developer was to include a pedestrian connection to the existing sidewalk on the north side of W Mill Road. Also, as part of the Planned Development Agreement, it was approved that all City sidewalks and curb cuts are to be installed by Developer at Developer's sole expense.

The W Mill Road and connection to the existing sidewalk to the north are in Milwaukee County right of way. Subsequently, the County is requiring a Resolution for construction, ownership, and maintenance of said sidewalk on a Milwaukee County Trunk Highway. The enclosed Resolution would permit the installation of a sidewalk by the developer and grant all future maintenance to the developer.

RECOMMENDATION: Adopt the enclosed Resolution.

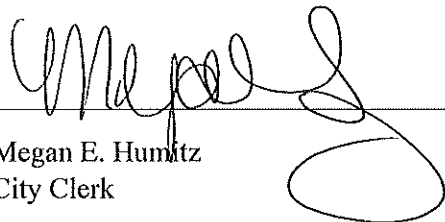
ACTION REQUESTED: Adopt the enclosed Resolution.

ATTACHMENTS:

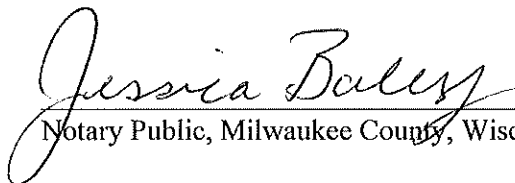
1. [Resolution](#)

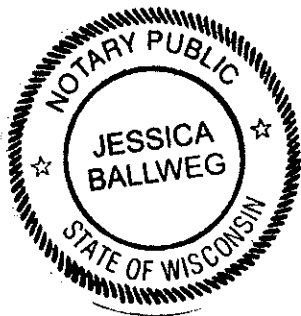
STATE OF WISCONSIN	)	Notice of Collective Bargaining
	SS	City of Glendale Professional Police
MILWAUKEE	)	Association Local 212

Megan E. Humitz, being first duly sworn, deposes and says that she is the City Clerk of the City of Glendale and that on the 8th day of October, 2024, sent a copy of the Notice of Open Meeting, a copy of which is attached, to the North Shore NOW and to the North Shore Library for posting, as well as posted a copy on the City Hall Notice Board, 5909 North Milwaukee River Parkway, Glendale, WI 53209.


Megan E. Humitz
City Clerk

Subscribed and sworn to before me this
8th day of October 2024.

 10/03/2027
Notary Public, Milwaukee County, Wisconsin



CITY OF GLENDALE

PUBLIC NOTICE

PLEASE TAKE NOTICE that the City of Glendale will enter collective bargaining with the Labor Association of Wisconsin, Inc. for and on behalf of the Glendale Professional Police Association Local 212, for the purpose of negotiating a collective bargaining agreement for the period commencing January 1, 2025.

City representatives will meet with the Associations representatives on October 17, 2024 at 10:00a.m. at the Glendale City Hall, 5909 North Milwaukee River Parkway, Glendale, Wisconsin. The purpose of the initial meeting will be to exchange proposals.

This notice is given pursuant to the requirements of Sections 19.86 and 111.77, Wisconsin Statutes.

Dated at Glendale, Wisconsin this 8th day of October 2024.

City of Glendale


Megan Humitz

City Clerk

SUBJECT: Multi-Year Agreement with Lauterbach and Amen for Financial Management Services

FROM: Karl Warwick, City Administrator

MEETING DATE: October 14, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	\$156,000
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS: Beginning several years ago, the City has contracted with two Financial Management firms for audit assistance and financial management assistance. With the completion of all past audits, the City simply relies on Lauterbach and Amen to aid the City with various financial management tasks on an hourly basis. Currently, they assist with audit support, bank reconciliations and various financial assistance when necessary, such as financial reports and property tax assistance.

We have used this time to evaluate the necessary resources to consistently maintain accurate and timely all financial tasks. The City's financial resources previously included the Deputy City Administrator, an Accountant with support from the Deputy City Clerk. Under the previous staff/department staffing, the City's financial management was not timely, accurate, efficient and compliant.

Over the past year, staff has evaluated the demands of financial management tasks and the resources necessary to be timely, accurate, efficient and compliant. With this evaluation, staff is presenting a financial management agreement with Lauterbach and Amen to perform:

1. Payroll services, including filling of all required reporting
2. Payroll, timesheets, and human resources management program
3. Various accounting services
4. Audit preparation support
5. Budget assistance

The specific items are listed in the enclosed three-year agreement.

Staff feels with agreement would provide sufficient financial resources to make the City accurate, efficient and compliant in the long-term with a fixed rate agreement over a three-year period with cost adjustments annually on January 1 during the term of the agreement.

Lauterbach and Amen has been assisting the City over the past several years on many of these tasks on an hourly basis. This agreement expands the work to be completed under this agreement and adjusts the payment to be a fixed cost. Lauterbach provides similar financial management services to other municipalities in Wisconsin and other states.

RECOMMENDATION: Approve a multi-year agreement with Lauterbach and Amen for financial management services.

ACTION REQUESTED: Authorize the City Administrator to execute an agreement with Lauterbach and Amen for financial management support services.

ATTACHMENTS:

1. [Financial Management Agreement](#)