

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

Due to rising cases of COVID-19 this meeting will be conducted via Zoom

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Meeting ID: 851 1438 2873

One tap mobile

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AGENDA—COMMON COUNCIL MEETING

Monday, March 22, 2021

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 the agenda and are within the City's ability to regulate or control.
3. Consent Agenda:
 - a) Adoption of Minutes of Meeting held on March 8, 2021.
 - b) Review and File Monthly Departmental Reports.
 - c) Review and approval of 2021 Arbor Day Proclamation.
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) Schedule Public Hearing for Monday, April 26, 2021 at 6:00 p.m. regarding Petition to Rezone 555 West Estabrook Parkway (Certified Survey Map No. 6369, SE1/4 SEC. 5-7-22 PARCEL 1, Tax Key Parcel 233-1177-004) from PD-Planned Unit Development District-Forrer Business Interiors Office and Warehouse to PD-Planned Unit Development District-Maglio Food Processing Juice.
 - b) Review and approval of Bid for the 2021 Watermain Improvement Project.
 - c) Review and approval of Bid for the 2021 Roadway Resurfacing Project.
5. Commission, Committee, Board Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member.)
6. The Common Council will convene in Closed Session per Wis. Stats. §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Declaratory action regarding the City's obligation to continue rental of condominium space subsequent to the City's withdrawal from the North Shore Library).

7. Possible Action on Closed Session Items.
 - a) Directives to City Attorney on declaratory action regarding the City's obligation to continue rental of condominium space subsequent to the City's withdrawal from the North Shore Library.
8. Adjournment.

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

3A–3C

3/22/2021

CONSENT AGENDA

CITY OF GLENDALE COMMON COUNCIL

Meeting Minutes

March 8, 2021

Regular meeting of the Common Council of the City of Glendale held via Zoom conference call.

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

Roll Call: Present: Mayor Bryan Kennedy, Ald. Tomika Vukovic, Jim Daugherty, John Gelhard, Richard Wiese, Steven Schmelzling, and JoAnn Shaw.

Other Officials Present: Rachel Safstrom, City Administrator; John Fuchs, City Attorney; Mark Ferguson, Police Chief; Charlie Imig, Director of Public Works; Todd Stuebe, Community Development Director; 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.

Administrator Safstrom advised that in accordance with the Open Meeting Law, the local news media was advised on Thursday, March 4, 2021, 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.

PRESENTATION BY DR. KABARA, SUPERINTENDENT OF NICOLET UNION HIGH SCHOOL REGARDING THE 2021 REFERENDUM.

Dr. Greg Kabara, Superintendent of Nicolet Union High School, provided a presentation on the 2021 Operational Referendum for Nicolet Union High School District. The presentation included information about Nicolet High School, details on what a non-recurring operational referendum would provide if approved, and how funds will be used to maintain current course offerings, programs, and class sizes. There have been two previous 5-year approved referendums from 2011-2016 and 2016-2022. In the event the referendum is not approved, there will be a significant decrease in revenue, with expenditures remaining the same. Four solutions were explored via a community survey, and the preferred option was the referendum to maintain the current programs and services. A tax impact chart indicated a \$17 annual impact per \$100,00, or an average \$1.42 per month. The presentation and chart are available on the Nicolet Union High School District website.

Mayor Kennedy requested clarification of the cost of the current expiring referendum. Dr. Kabara stated the previously approved referendum was for 3.15 million dollars.

Ald. Gelhard asked if the referendum passes, if it means the voters will not be asked to approve another referendum for another six years. Dr. Kabara stated this is correct from an operational standpoint. There is a potential for renovations for facility needs, however there would be studies done before a capital referendum would be proposed.

Ald. Schmelzling asked if there are any campaigns currently running for or against the referendum if residents were interested in participating. Dr. Kabara stated the District is only allowed to provide facts on the residents and can provide groups to connect with, but themselves cannot form groups to campaign in support of their own referendum.

PUBLIC COMMENT.

No public comment.

CONSENT AGENDA.

I. File No.

Adoption of Minutes of Meeting held on February 22, 2021 and Review and Approval of Accounts Payable.

Motion by Ald. Wiese, seconded by Ald. Shaw, to adopt the minutes of the meeting held on February 22, 2021, and approval of Accounts Payable. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

UNFINISHED BUSINESS.

II. File No.

Review and Approval Ordinance Creating Section 2.2.10(c) and 2.4.18 of the Code of Ordinances of the City of Glendale Pertaining to Virtually Conducting or Attending Meetings of the Common Council and City Boards, Committees or Commissions.

Administrator Safstrom stated in January 2021, staff was directed to work on an ordinance and process for allowing virtual attendance at Council meetings. The vendor that installed the City audio visual equipment has given a quote for upgrading the system to include integration to a Zoom conferencing platform. The ordinance allows for Council, Board and Committee members to attend meetings virtually via Zoom. Zoom would also allow the Council to live stream meetings. The amount necessary to accomplish this platform is \$8,689. This is not a budgeted expense for 2021. If approved by the Council, a budget resolution to amend the Capital Projects Budget will be at an upcoming meeting.

Ald. Schmelzling asked for more information regarding the cost breakdown, as he felt the price point seems high for a recently built facility. Administrator Safstrom stated the original switch provided did not have enough ports to allocate the necessary equipment, so a new switch is needed. It may be possible to sell or repurpose the current switch, which will offset some of the cost. Another portion of the cost is another new computer to run the system. The bulk of the total cost is in the equipment, and the remainder in a half day of labor. The COVID relief bill could potentially cover a portion of the costs.

Mayor Kennedy added the intention of allowing for virtual attendance at meetings will be for health issues and extenuating circumstances, and once meetings have returned to in-person, attendance will be expected in-person as well. The added technology will be beneficial for allowing for out of state interviews and related circumstances, which will save on travel expenses.

Ald. Wiese requested clarification if virtual attendance would be allowed if an alderperson is traveling on business. Administrator Safstrom stated this would be acceptable.

Motion by Ald. Wiese, seconded by Ald. Shaw, to approve Ordinance Creating Section 2.2.10(c) and 2.4.18 of the Code of Ordinances of the City of Glendale Pertaining to Virtually Conducting or Attending Meetings of the Common Council and City Boards, Committees or Commissions. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

NEW BUSINESS.

III. File No.

Review and approval of Ordinance Amending Various Sections of Chapter 15.1 of the Code of Ordinances of the City of Glendale – Updating References to the State Statutes and The Administrative Code.

Administrator Safstrom stated staff has been working with the State of Wisconsin Department of Safety and Professional Services to ensure the City's electrical ordinance is in compliance with state regulations. The State of Wisconsin requires the update to the ordinance, and there are minimal changes necessary.

Motion by Ald. Schmelzling, seconded by Ald. Gelhard, to approve Ordinance Amending Various Sections of Chapter 15.1 of the Code of Ordinances of the City of Glendale – Updating References to the State Statutes and The Administrative Code. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

IV. File No.

Review and Approval Assignment and Assumption Agreement with Direct Outdoor, LLC.

Attorney Fuchs stated the City of Glendale initially entered into an agreement with Direct Outdoor LLC in March 2020. The original agreement was not clear that access rights under the easement were being assigned but not the actual ownership, and that only the first sign was to be the subject of the assignment. The revision is exactly what was both discussed by the Council.

Motion by Ald. Shaw, seconded by Ald. Vukovic, to approve Assignment and Assumption Agreement with Direct Outdoor, LLC. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

V. File No.

Recommendation from the Plan Commission for approval of Ordinance Creating Section 13.1.34(3)(a) Pertaining to Parking – Conditional Use in the Business and Commercial District, B-1, Sub-Area "B".

Administrator Safstrom stated there was recently an application received for a Conditional Use Permit request. As part of the review process, staff reviewed the State Statutes. The current statutory requirement for notice of application is a Class 2 notice. The current code indicates a Class 1 notice. The revised ordinance identifies the change to match the State Statute.

Ald. Wiese raised the question regarding where traffic would be exiting the property submitting the application. Administrator Safstrom clarified this is a request for a zoning code text amendment and not approval of a specific plan.

Motion by Ald. Wiese, seconded by Ald. Daugherty, to Approve Ordinance Creating Section 13.1.34(3)(a) Pertaining to Parking – Conditional Use in the Business and Commercial District, B-1, Sub-Area “B”. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VI. File No.

Recommendation from the Plan Commission for approval of Certified Survey Map – Lexus of Milwaukee (Napleton) – 1415, 1433, and 1515 W. Silver Spring Drive.

Administrator Safstrom stated the proposed Certified Survey Map for 1415, 1433, and 1515 W. Silver Spring Drive shows that the parcels are being combined to a single parcel. This process was requested by the Plan Commission as part of their request for additional automobile storage on their property. The Plan Commission reviewed the map and recommended the Common Council approve the Certified Survey Map with the requirement for payment of the \$190 administration fee making the required technical corrections to the document and payment of City Engineer CSM technical review fees, and any other required fees if any.

Motion by Ald. Schmelzling , seconded by Ald. Gelhard, to Approve the Certified Survey Map – Lexus of Milwaukee (Napleton) – 1415, 1433, and 1515 W. Silver Spring Drive. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VII. File No.

Review and approval of Ordinance Amending Sections of Chapter 13.1.65 of the Code of Ordinances of the City of Glendale – Notice of Hearing on Application for Conditional Use Permit.

Administrator Safstrom stated there was an application received for a Conditional Use Permit request. As a part of the review process, staff reviewed the State Statutes. The current statutory requirement for notice of application is a Class 2 notice. The current code indicates a Class 1 notice. This ordinance matches the State requirements.

Motion by Ald. Shaw, seconded by Ald. Wiese, to Approve the Ordinance Amending Sections of Chapter 13.1.65 of the Code of Ordinances of the City of Glendale – Notice of Hearing on Application for Conditional Use Permit. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VIII. File No.

Review and Approval Ordinance Creating Section 8.1.9(c)(17) of the Code of Ordinances of the City of Glendale Pertaining to Disposal of Materials into Toilet Facilities and Sanitary Sewers.

Administrator Safstrom stated since starting the sanitary sewer inspection program in January of 2020, Sewer Staff has seen a dramatic increase in obstructed flow in the sanitary sewers. Some of these obstructions have been a direct or indirect result of wipes or cooking oils and grease.

Staff has had to flush/clean these sewer laterals and/or mainlines to remove the obstructions. Sometimes going back to the same locations close to a dozen times. The past two years, Sewer Staff has responded to approximately thirty-nine (39) lateral obstructions and eight (8) mainline obstructions. Considering this costs the City over \$200/hour to clear the obstructions, expenditures can add up quite quickly. This does not account for any further damage that would require a contractor to repair. Subsequently, Staff has been trying to be proactive by including notices with tips to avoid sewer backups on the City's website, in newsletters, social media posts and news flashes. Unfortunately, it seems by the continued reported obstructions, that the message is not being received or acted upon.

The recommended ordinance would allow for the City to enforce the disposal of acceptable materials into toilet facilities and sanitary sewers. Admittedly, there is not always definitive proof that a private lateral is contributing or causing an obstruction as not all of them are connected to a manhole.

Resident Rob Cronwell of 7530 N Applewood Ln, Glendale, requested the opportunity to raise concerns with the proposed ordinance. Mr. Cronwell is concerned over the language in section one regarding "washing dishes/dishwasher" as it seems over-encompassing and anyone would violate this on a regular basis, and just living daily life would violate this ordinance. Mayor Kennedy stated from his experience as the MMSD Commissioner, there is a difference in typical household usage than restaurants dumping gallons of grease and food waste down the drain. The typical actions of a resident in a home does not lead to the volumes and problems of clogging the drains of a restaurant.

Mr. Cronwell stated the ordinance does not make the distinction clear. Attorney Fuchs clarified the ordinance does not specify quantities because there are residents that put down a large quantity, so it is not exclusive to just restaurants. Administrator Safstrom indicated typically a resident will receive a warning letter and will not make the same mistake again. If a large quantity causes a problem, or a resident with a deep fryer does not realize they should not put grease and oil down the drain it provides the City with the opportunity to educate the resident and they will most likely not make the mistake a second time.

Ald. Schmelzling recommended amending the wording of the ordinance to state "compostable waste and soluble toilet papers" instead of human waste, as well as add the word excessive in front of the word "fats". Attorney Fuchs stated the argument against the phrase compostable waste is people would argue leaves and other items are also considered compostable waste, and therefore that phrase should be left out.

Ald. Vukovic raised the question of how something like this would affect a townhouse or multi-family unit and determining which unit is the offending unit. Attorney Fuchs stated multi-family buildings and those with short runs of private lines are a challenge, but if it is possible to determine exactly which residence a problem comes from, DPW will do so. There will not be fines issued without specific knowledge or the wrong person blamed for something another resident is responsible for doing.

Ald. Daugherty stated his concern regarding the sanitary sewer issue is ultimately the taxpayers are paying for the problems caused by problems they have not necessarily caused. There are some residents who are repeat offenders, and some who never cause an issue. He expressed his support of the addition of the word "excessive" to the verbiage.

Ald. Wiese raised the question regarding if the City has the authority to fine residents for damages if the ordinance is not passed. Attorney Fuchs stated there is no punishment in place at this time, and people are currently disposing of and flushing everything with no repercussions. Mayor Kennedy indicated there are many things that are disposed of that people believe are biodegradable, however not nearly as fast as they should and not by the time they reach the treatment plant. Ald. Daugherty added if something appears in a resident's lateral, it is clearly theirs and they should be responsible for the clean-up costs. Administrator Safstrom stated in the instance of an apartment building, the City will reach out the building owner.

Ald. Gelhard stated the information regarding fines and the ordinance should be included in the next newsletter to ensure all residents are aware.

Motion by Ald. Schmelzling, seconded by Ald. Gelhard, to Approve the Ordinance Creating Section 8.1.9(c)(17) of the Code of Ordinances of the City of Glendale Pertaining to Disposal of Materials into Toilet Facilities and Sanitary Sewers with the amended verbiage. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, and Schmelzling. Noes: Shaw. Absent: None. Abstain: None. Motion carried.

IX. File No.

Review and Approval Ordinance Amending Section 7.4.3(h) of the Code of Ordinances of the City of Glendale Pertaining to Regulation of Transient Merchants - Exemptions.

Administrator Safstrom stated over the past few years, the Sprecher Outdoor Oasis has grown in popularity. This has been both a wonderful addition and challenge at the same time. Customers experience long wait times at special events such as Music in the Glen and Root Beer Bash. These event challenges will only continue to grow as MSOE athletic field grows in popularity. Originally the recommended ordinance would allow for the City to permit food trucks for these special events.

After creation of the proposed ordinance, Staff have begun looking into other options based on other communities, including tiered fees and procedures for food trucks and transient merchants. The current recommendation is to layover the ordinance for a future meeting, but with discussion from Council.

Ald. Wiese stated in looking at the Sprecher Outdoor Oasis, one of the goals from early on was to have food service and maintain revenue for the City. He raised the question if there is not ample staff, could this be remedied by hiring more people or brining in a portable system from Sprecher and staffing with our own staff instead of losing revenue to another entity. Administrator Safstrom stated Sprecher has diminished the portable systems with their new ownership, and the window systems in the Oasis were not set up to accommodate more staff, fill large orders and move around. The initial thought behind a larger fee for food truck was to make up for potential lost revenue. Attorney Fuchs added that a fee needs to be set, and cannot be formulized as a percentage of the revenue. Sprecher now offers a canned beer option, however a secondary serving area is still a difficult option with the small space in the Oasis. Ald. Wiese also expressed concern over closing off Bender Road to enter the park for the food trucks. Administrator Safstrom indicated directional signs would be utilized to maintain a safe flow of traffic.

Ald. Daugherty liked the idea of a tiered approach, but questioned if it will matter if the food truck is parked on a public or private space. Administrator Safstrom clarified the original ordinance provided was different, however that is why the discussion was requested.

Ald. Shaw asked if there would be a possibility for there to be one counter for food and one for drinks only at the Sprecher Outdoor Oasis. Her concern is losing parking spaces for the music acts at Music in the Glen if food trucks are allowed to park on Bender Road, which also would pose a safety hazard. Administrator Safstrom stated due to the nature of the small space in the Oasis, there is not much room to divide the area into separate food and beverage service.

Ald. Vukovic asked if there is a way to have a difference between event food trucks and those that want to be present in the City on a daily basis. Attorney Fuchs clarified once we have thoughts from the Council, we will sort them out into a clearer ordinance.

Ald. Schmelzling stated it is nice to have a variety of options by allowing the food trucks, however there are concerns over the impact on our own revenue and we should look at how to optimize our own setup if possible. If there is an event, a food truck should have to pay more for certain opportunities than other, in a tiered level based on the potential foot traffic. He also suggested determining how many food trucks should be allowed at an event. Ald. Schmelzling stated he does not have an issue with a truck on private property if the business wants to allow it there, however there is an underlying question of safety and quality and if the health department could be contacted in that event. Another concern is with the possibility of food trucks just showing up anywhere and poaching established businesses, and therefore there should be limitations on where they can be, events, etc. Administrator Safstrom stated one challenge that has been presented is food trucks don't want to pay because there are other events they can attend and do not need to pay and are able to keep their full revenue as well.

Administrator Safstrom requested members of the Council submit their thoughts to Staff to bring back to a future meeting for review.

Motion by Ald. Shaw, seconded by Ald. Daugherty, to table Ordinance Amending Section 7.4.3(h) of the Code of Ordinances of the City of Glendale Pertaining to Regulation of Transient Merchants - Exemptions. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

X. File No. _____

Review and Discussion on Home Occupation Ordinance 13.1.200(a).

Administrator Safstrom stated recently there have been questions regarding home occupations as it relates to allowable uses. The current language in the Municipal Code defines a Home Occupation as the maintenance of a business office, or professional services with customary accessory uses, by a member of a recognized profession in a residential district, which is permitted as a incidental or secondary use of a building being used as a private dwelling and carried 13-141 on by a member of the immediate family residing on the premises.

Attorney Fuchs stated the current ordinance is not much of an issue during a pandemic, as most residents occupy their home and others are unaware of what business is being done from the outside, such as taxes, etc. However, a business such as boarding of students or cooking from a food truck become a question of tolerance by neighbors, signage, vehicles, licenses for businesses, and where the line on what is acceptable is drawn. Attorney Fuchs recommends a discussion on whether or not the current ordinance should be changed. The current ordinance does provide that the only people conducting businesses in the residence should be those residing there, and not others coming into the residence.

Ald. Shaw raised the question on what qualifies as a home business that would be appropriate to monitor, such as someone running a home crafting Etsy shop from their basement, especially during a pandemic when many are out of work.

Mayor Kennedy also raised the question of someone teaching a yoga class from their home, which would potentially add a few additional cars parked on the street for a period of time and whether this would present a problem for residents.

Ald. Wiese stated he runs a home business, but has no other employees so that is a factor to consider for many others who work from home. However, for someone running a business such as a day care with high traffic, there may be more to consider.

Ald. Vukovich stated there are residences in her district with counters at the back doors to do business, however as they are residences nothing can be done about them. She also asked how anyone would be able to determine the difference between someone who potentially has a lot of friends over to visit, versus someone who styles hair in their residence in terms of volume of visitors.

Ald. Daugherty stated it should remain a complaint based system, as what people do in their house is their own business. Ald. Schmelzling was in agreement that the current complaint based system seems to work based, and it should remain if no nuisance is created.

Administrator Safstrom requested members of the Council submit their thoughts to Staff, although it sounds as though the current ordinance is satisfactory as it stands.

This item was discussed for informational purposes only.

COMMISSION, COMMITTEE AND BOARD REPORTS.

There were several updates from Council members, on the activities of the various Commissions, Committees and Boards on which they serve.

ADJOURNMENT.

There being no further business, motion was made by Ald. Daugherty, seconded by Ald. Gelhard, to adjourn the meeting. Ayes: Ald. Vukovic, Daugherty, Gelhard, Schmelzling, Wiese, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried and adjournment of the Common Council was ordered at 7:47 p.m., until Monday, March 22, 2021, at 6:00 p.m.

Megan Humitz
City Clerk

Recorded: March 9, 2021.



CITY OF GLENDALE
POLICE DEPARTMENT

5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
(414) 228-1753
Fax (414) 228-1707
Email: police@glendale-wi.org

March 4, 2021

Mayor and Common Council
City of Glendale
5909 N. Milwaukee River Pkwy.
Glendale, Wisconsin 53209

Dear Mayor and Common Council,

Attached is the Glendale Police Department monthly report for February 2021. This report tabulates the total number of calls handled and provides an overview of our monthly activity.

Officers responded to a total of 1167 calls for service in this period. There were 7 Crimes Against Persons reported, 44 Crimes Against Property investigated and 25 Crimes Against Society.

Should you have any questions regarding this report, or additional suggestions, please don't hesitate to call on me.

Sincerely,

Mark Ferguson
Chief of Police



CFS Tally by Hours

Printed On: 03/01/21 13:46

Reporting Period: 02/01/2021 - 03/01/2021

Hourly Breakdown

City of Glendale

	Total	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Total	1,167	34	59	50	36	23	15	24	31	59	81	78	58	49	58	43	44
911 - 911 Hang up/error	81					3		1	1	4	8	8	5	3	6	5	5
AC - Animal Complaints	8							1			1	2	1				
ACPD - Accident - PDO	26		1		1				1	1	2		2	4	4	4	1
AOA - Assist Other Agency	25		2	1	1	1					2	1	3	1			2
AV - Abandoned Vehicle	8				1					1	2	1	2		1		
BA - Burglar Alarm	39	1		2			1	4	4	5	4	4				1	1
CDTP - Property Damage	3										1				1		
CFR107 - SUAS Utilization - GLPD only	2				1							1					
CHAP - Chapter 51 Commitment	2											1					
CHECK - Vacation/Business Checks	80	4	13	5	4	1	2	2		9	9	6	4		1	1	1
CODE - Code Violations	1															1	
CONV - Conveyance	1										1						
CRIME - Crime Prevention	1				1												
DC - Disorderly Conduct	42	1	2	2				1	1		1	2	1	1	4	2	3
DIST - Disturbance	7					1	1		1	1	2	1					
DISV - Disabled Vehicle	44		3	1	1		1		1	1	2	3	3	2	3	5	
DRIVE - Driving Complaint	13	1					1				1		1	2			1
DRUG - Controlled Substance	4																1
DV - Domestic Violence	2	1															
ESC - Escort	1																
EV - Entry to Vehicle	4					1						1		1			1
FDCALL - Fire Call - PD	14			1						1	1	1		1		1	
FI - Subject Stop for FI	25	1	2	5	3	2					3	2	2				
Fight - Fight	1				1												



CFS Tally by Hours

Printed On: 03/01/21 13:46

Reporting Period: 02/01/2021 - 03/01/2021

Hourly Breakdown

	16	17	18	19	20	21	22	23
Total	71	69	43	38	43	61	60	40
911 - 911 Hang up/error	8	3	4	5	4	4	1	3
AC - Animal Complaints		2			1			
ACPD - Accident - PDO		3				1		1
AOA - Assist Other Agency		3		3	3	1	1	
AV - Abandoned Vehicle								
BA - Burglar Alarm	2	1	2	2	1	2	2	
CDTP - Property Damage			1					
CFR107 - SUAS Utilization - GLPD only								
CHAP - Chapter 51 Commitment			1					
CHECK - Vacation/Business Checks		1	1	1		1	13	1
CODE - Code Violations								
CONV - Conveyance								
CRIME - Crime Prevention								
DC - Disorderly Conduct	4	1	2	3	2	2	4	3
DIST - Disturbance								
DISV - Disabled Vehicle		5	4	2	3	3	1	
DRIVE - Driving Complaint	3	1		1		1		
DRUG - Controlled Substance	1				1		1	
DV - Domestic Violence					1			
ESC - Escort	1							
EV - Entry to Vehicle								
FDCALL - Fire Call - PD		2		1	1	2	1	1
FI - Subject Stop for FI		1	1			1	2	
Fight - Fight								



CFS Tally by Hours

Printed On: 03/01/21 13:46

Reporting Period: 02/01/2021 - 03/01/2021

Hourly Breakdown

	Total	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FPROP - Found Property	5								1								1
FRAUD - Fraud	14									4	1	3	1			2	1
FT - Family Trouble	5						1			1							
HALM - Hold Up Alarm	2		1														1
HAZ - Road Hazard - PD	12		2					1			1	1		2	2	1	
HR - Hit and Run	8															2	1
LOCK - Lock Out	1							1									
LOCKOUT - Auto Lockout	6									2							
MISSING - Missing	2											1					
MVT - Motor Vehicle Theft	6	1								1					1		1
NOISE - Noise Complaint	7	2	1	1			1			1							
NT - Neighbor Trouble	3															1	1
OPEN - Open Door	13		2	4	3	4											
OWI - Operating While Intoxicated	1		1														
PAID - Police Mutual Aid	1												1				
PARK - Parking Complaint	22		2	2	2	2			1		1		4	1	1	1	1
PI - Accident/PI	6										1	1	1			2	
PRIS - Prisoner Transport	22	2				2		2	2	3					3	1	
RECV - Recovered Stolen Veh	3		1														
REPO - Repossess A Vehicle	5		3					1							1		
RFP - Request for Police	57		1	2	1	1		1	2	3	1	3	3	7	5	2	4
RTHFT - Retail Theft	14					1									1		4
SEX - Sex Offense / Assault	1														1		
SHOTS - Shots Fired	1	1															
SOLIC - Solicitor Complaint	6										1		1		1	1	2
SPAS - Special Assignment	8				1				2		2			1			
STAT - STAT Alert	1																



CFS Tally by Hours

Printed On: 03/01/21 13:46

Reporting Period: 02/01/2021 - 03/01/2021

Hourly Breakdown

	16	17	18	19	20	21	22	23
FPROP - Found Property		2		1				
FRAUD - Fraud		1		1				
FT - Family Trouble	1			1		1		
HALM - Hold Up Alarm								
HAZ - Road Hazard - PD					1	1		
HR - Hit and Run	1	3		1				
LOCK - Lock Out								
LOCKOUT - Auto Lockout	1		2			1		
MISSING - Missing	1							
MVT - Motor Vehicle Theft	1	1						
NOISE - Noise Complaint							1	
NT - Neighbor Trouble						1		
OPEN - Open Door								
OWI - Operating While Intoxicated								
PAID - Police Mutual Aid								
PARK - Parking Complaint	2	2						
PI - Accident/PI	1							
PRIS - Prisoner Transport	1		1	1	3			1
RECV - Recovered Stolen Veh						1	1	
REPO - Repossess A Vehicle								
RFP - Request for Police	5	1	4	4		1	4	2
RTHFT - Retail Theft		1	1	2	2		2	
SEX - Sex Offense / Assault								
SHOTS - Shots Fired								
SOLIC - Solicitor Complaint								
SPAS - Special Assignment		1	1					
STAT - STAT Alert								1



CFS Tally by Hours

Printed On: 03/01/21 13:46

Reporting Period: 02/01/2021 - 03/01/2021

Hourly Breakdown

	Total	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
SUSP - Suspicious Activity	43	3	2	5	4	2	2			3	1			1	4		1
TELE - Telephone Complaint	3													1			
TEST - Test Call	1												1				
THEFT - Theft Complaint	11	1		1						1		3		1			
TRES - Trespassing	5	1					1						1				
TRFC - Traffic Control	2						1		1								
TS - Traffic Stop	369	12	18	17	10	2	3	8	12	14	31	29	20	18	16	9	6
UTIL - Utilities	3								1			1			1		
WEAP - Weapons Complaint	3	1															1
WELF - Welfare Check	33	1	2	1	1			1		3	1	2	1	2	1	1	3
ZRIDESCH - *Ride Schedule-GLPD ONLY*	28																



CFS Tally by Hours

Printed On: 03/01/21 13:46

Reporting Period: 02/01/2021 - 03/01/2021

Hourly Breakdown

	16	17	18	19	20	21	22	23
SUSP - Suspicious Activity	2	1		3	6	1		2
TELE - Telephone Complaint	2							
TEST - Test Call								
THEFT - Theft Complaint	1		1		2			
TRES - Trespassing	1	1						
TRFC - Traffic Control								
TS - Traffic Stop	31	29	17		11	34	16	6
UTIL - Utilities								
WEAP - Weapons Complaint				1				
WELF - Welfare Check	1	3		5	1	2	1	
ZRIDESCH - *Ride Schedule-GLPD ONLY*							9	19



Monthly Activity Overview Report

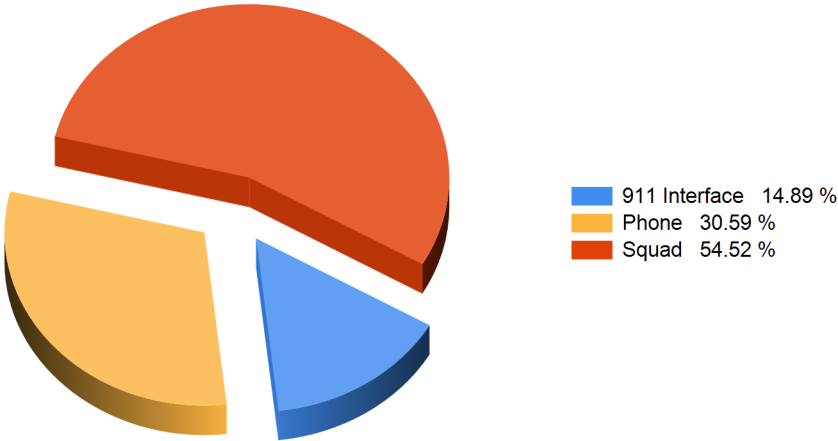
Printed On: 03/01/21 13:47

For Reporting Period: 02/01/2021 - 02/28/2021

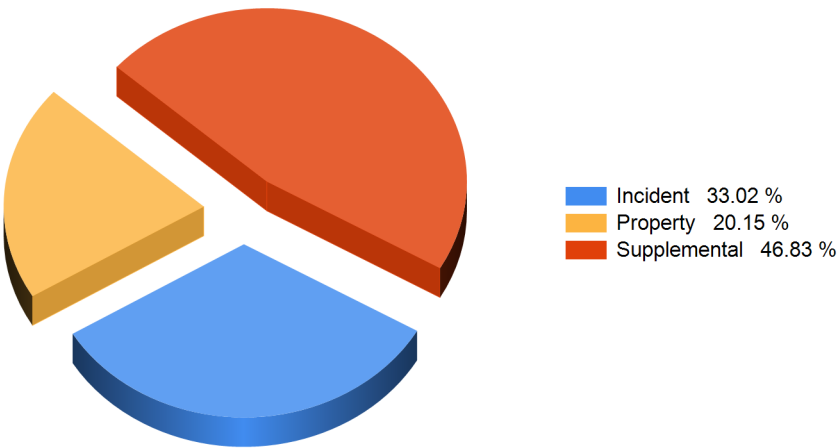
Patrol Area: G1,G2,G3,G4,G5

NOTE: This report cannot be run based on individual officer - it is based on unique Incident. This report is for specific overview purposes & counts. For individual Officer activities, please refer to Officer Activity Count reports.

Calls



Reports



Reports are selected based upon Dttm report is written and selected if Dttm falls within date range above-specified.

		Total	0001 0800 Hours	0800 1600 Hours	1601 2400 Hours
	Total	1,095	251	439	405
Calls	911 Interface	163	23	75	65
	Phone	335	64	156	115
	Squad	597	164	208	225

		Total	0001 0800 Hours	0800 1600 Hours	1601 2400 Hours
	Total	536	108	257	171
Reports	Incident	177	34	80	63
	Property	108	33	38	37
	Supplemental	251	41	139	71



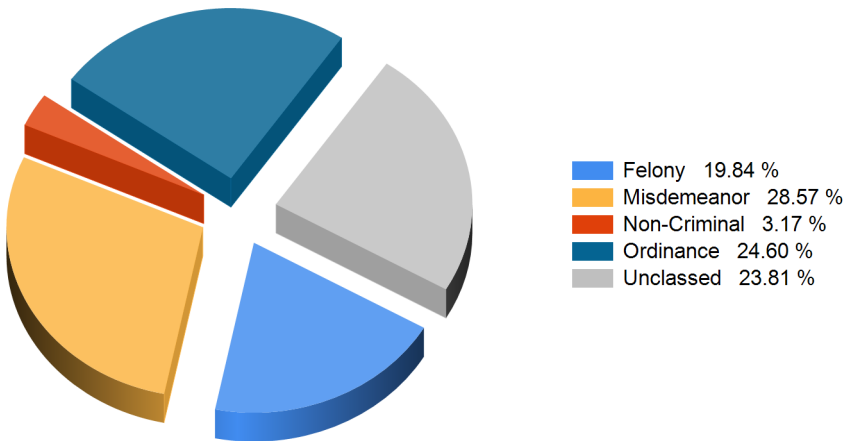
Monthly Activity Overview Report

Printed On: 03/01/21 13:47

For Reporting Period: 02/01/2021 - 02/28/2021

Patrol Area: G1,G2,G3,G4,G5

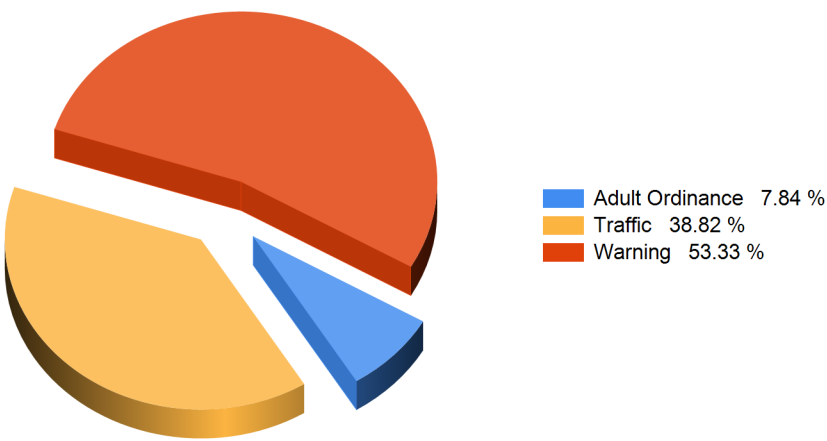
Arrests



Arrests are selected based upon the charge type. Therefore if an arrest was made wherein three charges with different types are noted, the arrest will count under Each charge type.

	Total	0001 0800 Hours	0800 1600 Hours	1601 2400 Hours
Arrests				
Total	126	51	37	38
Felony	25	9	10	6
Misdemeanor	36	18	10	8
Non-Criminal	4	1	2	1
Ordinance	31	15	6	10
Unclassified	30	8	9	13

Citations



Citations are counted by Citation Type alone.

	Total	0001 0800 Hours	0800 1600 Hours	1601 2400 Hours
Citations				
Total	238	73	82	83
Adult Ordinance	20	11	3	6
Traffic	99	35	36	28
Warning	119	27	43	49



North Shore Library

February 2021

Highlights / Accomplishments

- The Library Building opened to public access on Monday, February 8. We've had a very positive experience re-opening our building with 147 people on average visiting the library per day. This is 62% decrease in traffic through our doors compared to February 2020. COVID continues to impact in person library usage.
- The Library has wrapped up the Winer Reading Challenge that ran from December – February. We received 153 entries from readers of all ages and awarded prizes to 12 participants. Hopefully the end of Winter Reading means the start of Spring!
- The Youth Services Department purchased two new AWE early literacy computer stations funded through an anonymous community donation. The computers are preloaded with games to support early literacy and educational goals for children Pre K – Elementary school. They have been very popular since reopening on February 8.
- The Youth Services Department has started another new collection, STEAM To Go Kits. Each kit features several STEAM (Science, Technology, Engineering, Art or Math) activities and a book that encourages out-of-school learning and exploration of science at home. These new kits have been very popular since being introduced in February.

Percent changes are based on 2020 statistics.

PHYSICAL ITEMS CHECKED OUT



12,641
↓ **26%**

E-ITEMS CHECKED OUT



4,965
↑ **26%**

CURBSIDE PICK-UPS



781

NEW CARDS ISSUED



39
↓ **54%**

DAYS OPEN



24 Days
↓ **17%**

WEBSITE VISITS



5,139
↑ **35%**

VISITORS



3538
↓ **62%**

COMPUTER SESSIONS



165
↓ **86%**

OF CHILDRENS CLASSES



21
↓ **20%**

OF ADULT CLASSES



9
↓ **57%**

PARTICIPANTS IN ADULT CLASSES



73
↓ **53%**

PARTICIPANTS IN CHILDREN CLASSES



272
↓ **49%**

**MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, FEBRUARY 10, 2021**

The North Shore Water Commission held a meeting on Wednesday, February 10, 2021 using an internet-based conferencing platform called Zoom.

Meeting was called to order at 8:00 A.M. by Mr. Botcher.

Present:

Scott Botcher, Chair (Fox Point)
Charlie Imig, Secretary (Glendale)
John Edlebeck, Member (Whitefish Bay)

Also Present:

Eric Kiefer, Plant Manager & Recording Secretary
Duane Ziege, Maintenance Supervisor
Wendi Unger, Baker Tilly
Michelle Walter, Baker Tilly

FINANCIAL AUDIT

Wendi Unger and Michelle Walter from Baker Tilly were invited to present the 2020 financial statements and other required communications. Ms. Walter lead the presentation as Mr. Kiefer shared his screen to allow the attendees of the meeting to view the pages being discussed.

During the presentation, there was particular attention given to page 42 of the financial statements entitled, "Schedule of Changes in Fund Balances - Governmental Funds." In order to meet the requirements of the Agreement and to adhere to the process that was established by the Commission at the February 2020 meeting, the following steps were taken during the preparation of the financial statements.

First, the operating fund balance was set at the minimum required by agreement, which is 12% of the current year operating budget. Although the Commission can decide to set the general fund balance to a higher amount, the Commission decided in February 2020 to initially prepare the draft financial statements in this manner.

Second, all additional funds in the general fund, in excess of the required minimum, were transferred to the Capital Fund according to the process that was established by the Commission at the February 2020 meeting.

Third, receivables and payables were issued to get the ending fund balance to match the operating and capital allocation rates, a requirement of the agreement. Since the operating and capital fund percentages are different from each other, and those rates change on an annual basis, and for several other reasons, there will always be the need to true-up balances at the end of the year. Ms. Walter and Mr. Kiefer explained how this process yielded a relatively large receivable from Glendale,

a large payable to Whitefish Bay, and a small payable to Fox Point.

Next, Ms. Walter went through the required communications document. During her presentation, Ms. Walter mentioned that Baker Tilly needed to make a journal entry to correct an issue caused by the Reservoir Upgrade Project. It was necessary to record retainage and expected change orders that were planned near the end of the year. Due to the timing of the audit and the information on hand, Mr. Kiefer noted that it wasn't possible for staff and its contracted accounting firm to properly make this journal entry before closing the books on January 20th.

The Commission expressed their gratitude to Ms. Walter and Ms. Unger for doing a great job with the presentation of the financial statements and other required communications.

Ms. Unger explained that the documents could be finalized if the Commission is satisfied with the draft reports. In particular, she asked if the Commission was satisfied with the transfer of funds and the ending fund balances that is summarized on page 42. There was consensus from the Commission that everything was appropriate.

It was moved by Mr. Edlebeck, seconded by Mr. Imig and unanimously carried to approve and accept the 2020 Financial Statements as presented pending the finalization of the reports by Baker Tilly.

MINUTES

It was moved by Mr. Imig, seconded by Mr. Botcher, and unanimously carried to approve the minutes for the meetings held January 13, 2021.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer noted that the month of January was similar to the previous January. With the recent cold weather, Mr. Kiefer cautioned the Commission that main breaks may become more frequent.

The report was placed on file without any motion.

ANNUAL OPERATING BUDGET

The monthly reports were put on file without motion.

MONTHLY BILLS

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried that payments be approved and authorization be given to the Fiscal Agent to make such payments.

Vendor	Amount
Alexander Chemical (treatment chemical: aluminum sulfate)	\$3,149.58
Amazon (label cartridge, first aid and safety supplies, janitorial supplies, pipet tips, autoclave supplies, lab reagents, and fish tape)	\$603.23
Baker Tilly (financial audit)	\$6,500.00

Batteries Plus Bulbs (12V 80AH batteries)	\$639.80
Buelow Vetter (legal service)	\$120.00
Cintas (uniforms)	\$134.62
Clark Dietz (engineering services: plant overview update)	\$1,119.29
Creative Safety Supply (label maker ribbon and tape)	\$503.10
Diggers Hotline (standard email tickets)	\$17.40
Diversified Benefit Services (section 125 plan admin and mailings)	\$195.50
Eric Kiefer (reimb: office supplies)	\$51.98
Fuchs & Boyle (legal service)	\$39.00
Grainger (coveralls, safety supplies, hangers, fluoride standards and reagents, grease, motor oil, LED lamps, primer, custodial supplies, emergency light, and general hardware)	\$1,240.87
Great America (copier lease)	\$260.51
Hawkins (treatment chemical: aqueous ammonia, polymer, phosphate)	\$4,376.01
Home Depot (antifreeze, bungee cords, conduit and conduit fittings, screen kit, and chain oil)	\$135.02
Idexx (collection vessels)	\$336.22
Milport (muriatic acid, and treatment chemical: sodium hypochlorite)	\$3,314.25
Northern Lake Service (compliance monitoring)	\$91.00
Office Copying Equipment (maintenance payment for copier)	\$40.54
Rotroff Jeanson (accounting services and audit prep)	\$3,525.00
Securian (life insurance)	\$152.57
Spectrum (phone and internet)	\$594.79
Starnet Technologies (1st qtr NCC data charges)	\$300.00
Travis Leanna (reimb: educational materials)	\$111.00
USA Bluebook (chlorine reagents)	\$475.25
Viking Chemical Company (treatment chemical: phosphoric acid)	\$1,168.65
Village of Fox Point (diesel)	\$70.43
Village Ace Hardware (shovels and keys)	\$38.52
WaterStone Bank (credit card - General Fund)	\$282.30
-- AT&T (monthly internet charge):	\$69.55
-- Google (google apps for business):	\$84.00
-- StraightTalk (cell phone charges):	\$91.47
-- Waterstone Bank (interest charged):	\$21.47
-- Zoom (monthly fee):	\$15.81
We Energies (Bender Electric - ESTIMATE)	\$13,221.28
We Energies (Bender Gas)	\$1,385.36
We Energies (Green Tree Electric)	\$14.64
We Energies (Henry Clay Electric)	\$15.71
We Energies (Klode Electric - ESTIMATE)	\$4,020.26
We Energies (Klode Gas)	\$15.18
SUB-TOTAL	\$48,258.86

Capital Fund

SUB-TOTAL	\$0.00
TOTAL	\$48,258.86

RESERVOIR UPGRADE PROJECT UPDATE

Mr. Kiefer updated the Commission about the reservoir upgrade project. He reported that J.H. Hassinger is planning on making repairs to Reservoir #1 on Wednesday, February 17. After that work, Mr. Kiefer explained that there would at least 2 weeks before reservoir #2 could be repaired. He explained that cleaning, disinfection, and testing following reservoir #1 repairs would likely take 2 weeks.

Mr. Kiefer explained that the capital allocation rates changed on January 1. Consequently, there are 2 payment requests--one for work pertaining to 2020 and another for 2021.

Mr. Botcher asked if Mr. Kiefer checked with Baker Tilly about the payment requests. He explained that he discussed it, and explained that any expenses in 2021--that wasn't accounted for during the close of 2020--should be handled in this way. The work shown on the 2021 payment request was not booked in 2020.

It was moved by Mr. Edlebeck, seconded by Mr. Imig, and unanimously carried to approve the payment request in the amounts of \$294.33 and \$3,367.00 as described in Mr. Kiefer's memo dated February 9, 2021.

IT IMPROVEMENTS PROJECT UPDATE

Mr. Kiefer updated the Commission about the IT improvements project. He mentioned that two printers, a network attached storage device, a scanner, and some other equipment were purchased. Other IT upgrades are planned such as computers, phones, and networking equipment. Various devices and equipment will be upgraded throughout the year.

Last month, the main file server stopped working reliably. Consequently, plant staff replaced the main file server with a network attached storage device. The leased multi-function copier will be returned in about a month, so it was necessary for plant staff to prepare by setting up new printers and a scanner.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to approve the payment request in the amount of \$5,352.86 as described in Mr. Kiefer's memo dated February 9, 2021.

SECTION 125 PLAN

Mr. Kiefer explained that the Section 125 Flexible Benefit Plan needed to be renewed. Consequently, he walked through the various documents provided by Diversified Benefit Services that needed the Commission attention.

Mr. Botcher asked about the cost. Mr. Kiefer explained that he doesn't believe the monthly minimum fee of \$95 has changed for many years. Since the Commission is a small entity, it has always been subject to this fee because the total fee for all participants is lower than the minimum monthly fee.

In order to keep the program as close to the existing one as possible, Mr. Kiefer recommended that the Commission waive any of the proposed changes that were listed on the "COVID-19 Relief Bill / Consolidated Appropriations Act of 2021 Employer Election Form."

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the flexible benefit plan adoption agreement from Diversified Benefit Services as presented at the meeting, and to waive all items listed in the document from Diversified Benefit Services entitled, "COVID-19 Relief Bill / Consolidated Appropriations Act of 2021 Employer Election Form" as presented at the meeting.

LEAD AND COPPER UPDATE

Mr. Kiefer provided the Commission with handouts from a webinar he recently viewed regarding the new lead and copper rule (referred to as LCR). He also provided the Commission with an RFP he wrote to solicit proposals regarding LCR compliance. The Commission is looking for an engineering firm to investigate various improvements that can be made to decrease lead and copper corrosion. The upfront and annual costs of each alternative should also be studied.

After the project is over, the Commission should then carefully consider its options and make a decision on how to proceed. Mr. Kiefer recommended that the Commission select an improvement and begin any necessary corrosion control study. The study could take up to a year to complete. If the study proves to be successful, and regulatory approval is granted, engineering and construction can start. From start to finish, it could take 3 years before any changes are fully implemented. This is important to note because many of the changes to the LCR won't take effect until 2024.

Mr. Kiefer highlighted various changes to the LCR that were included in the handouts. There are a lot of new requirements that will require the member utilities and the Commission to work closely together.

Mr. Edlebeck explained that it is important that the Commission continues its efforts to improve lead and copper corrosion. If the Commission is able to meet the new requirements, the water will be safer to drink, and it will delay expensive lead service replacements.

Mr. Botcher commented that it is important that the Commission understands its options before making any changes. It would be unwise to hastily make some changes that are not effective.

Mr. Edlebeck and Mr. Botcher discussed the legality of forcing homeowners to replace their privately-owned lead service. When water utilities make plans to replace publically-owned lead services, affected homeowners are notified. Usually, homeowners are given an option for the water utility to replace their privately-owned lead service for a fee. Unfortunately, many of those homeowners refuse to replace their privately-owned lead service because they do not believe the investment is worthwhile. The new LCR will force water utilities to pay or make homeowners pay for the replacement of privately-owned pipes.

Mr. Edlebeck commented that some of the new requirements affect all of the member utilities equally. It may be advantageous for all of the member utilities along with the Commission to work together. This is especially true for developing policies and procedures.

All of the Commissioners and Mr. Kiefer agreed with Mr. Edlebeck.

He also suggested that the Commission and its member utilities decide on how it wants to deal with testing. Should testing be available to all residents upon request? Currently, the Commission is only responsible for compliance testing. He commented that he will put discussion of lead and copper rule compliance on the agenda for the next meeting.

No action was taken regarding this matter.

FISCAL AGENT ROTATION OF OFFICE

The Commission discussed the plan for rotating the fiscal agent office on May 1. After discussing the options, it was the consensus of the Commission that Jaimie Krueger from Whitefish Bay should be the next Fiscal Agent. By doing so, Fox Point and Whitefish Bay will have effectively swapped terms.

Mr. Botcher said that he had a brief conversation with Mr. Boening about this matter, and there doesn't appear to be any problem with Ms. Krueger taking on this role. With that being said, Mr. Botcher offered that Kelly Meyer could continue as Fiscal Agent if Ms. Krueger is not able to.

No action was taken regarding this matter.

OPERATIONS AND MAINTENANCE REPORT

1. Plant staff replaced the failing business server as part of the 2021 capital improvements.
2. The North Shore Fire Department performed their annual inspection.
3. Plant staff removed the old VFD cabinet for low lift pump #2.
4. The reservoir overflow pipe has been discharging water when the low lift pump makes drastic flow changes. Plant staff installed a pressure transducer in the clearwell discharge pipe to monitor the pressure during these flow changes.
5. Plant staff performed preventative wiper maintenance on UV#2
6. Supervisors have been working on updating the operation manual.
7. Plant staff has selected the filter actuators that will be replaced for the 2021 capital improvements.
8. Relief Operator Technician Angela Beling gave her resignation notice. Her last day will be on February 17, 2021.
9. Plant staff is catching up on the routine maintenance that was not performed during the

capping off of reservoirs #3 and #4.

CLOSED SESSION

At 9:23 A.M. Mr. Imig moved, Mr. Edlebeck seconded, and the Commission unanimously voted to enter into closed session pursuant to section 19.85 (c) of Wisconsin Statutes to discuss and consider wage rates and salaries for specified employees.

By roll call vote, the Commission reconvened into open session at 9:37 A.M.

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the compensation plan for its hourly employees for hourly employees by 2% as presented in Mr. Kiefer's memo dated 2/10/2021 to be effective on 2/26/2021 at 3:00 PM. Furthermore, the Commission approved an increase to Mr. Kiefer's annual salary from \$93,581 to \$95,452 (2% increase).

NEXT MEETING

The next regular meeting was scheduled for Wednesday, March 10, 2021 at 8:00 A.M.; the meeting will be online via Zoom.

ADJOURNMENT

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to adjourn at 9:39 A.M.

Submitted by:



Eric Kiefer, Plant Manager and Recording Secretary

2/12/2021

Date



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Review and approval of 2021 Arbor Day Proclamation

FROM: Charlie Imig, Director of Public Works

MEETING DATE: March 22, 2021

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 attached Arbor Day Proclamation is required for the City's continued participation in the Tree City USA Award program. The city celebrates by planting a tree with students from Parkway Elementary. This year, Arbor Day is nationally recognized on April 30, 2021. At this time, an official date for Glendale's celebration has not yet been scheduled. Once the official date is selected, we will inform Council and the public.

RECOMMENDATION:

Approve the 2021 Arbor Day Proclamation.

ACTION REQUESTED:

Motion to approve the 2021 Arbor Day Proclamation.

ATTACHMENTS:

1. 2021 Arbor Day Proclamation

STATE OF WISCONSIN :: CITY OF GLENDALE :: MILWAUKEE COUNTY

**PROCLAMATION
HONORING ARBOR DAY 2021**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable source giving us paper, wood for homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, the City of Glendale has been recognized as a Tree City USA by The National Arbor Day Foundation for the 22nd consecutive year, and desires to continue its tree-planting ways.

NOW, THEREFORE, I, MAYOR BRYAN KENNEDY, do hereby proclaim April 30, 2021, as ARBOR DAY in the City of Glendale, and I urge all citizens to support efforts to protect trees and woodlands, and to support our City's urban forestry program; and

BE IT FURTHER PROCLAIMED, that I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Dated this 22nd day of March, 2021.

Bryan Kennedy, Mayor



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Schedule Public Hearing for Monday, April 26, 2021 at 6:00 p.m. regarding Petition to Rezone 555 West Estabrook Parkway (Certified Survey Map No. 6369, SE1/4 SEC. 5-7-22 PARCEL 1, Tax Key Parcel 233-1177-004) from PD-Planned Unit Development District-Forrer Business Interiors Office and Warehouse to PD-Planned Unit Development District-Maglio Food Processing Juice.

FROM: Rachel Safstrom, City Administrator

MEETING DATE: March 22, 2021

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Zoning Code

BACKGROUND/ANALYSIS:

The Maglio Family, LLC (dba The Fresh Group, Ltd., Maglio Companies) requests to rezone the 555 West Estabrook Parkway property, formerly occupied by Forrer Business Interiors, to facilitate the purchase and use of the 555 West Estabrook Parkway property by Maglio for refrigerated food production and distribution, more specifically to produce fresh juices. The building and grounds have been vacant since Forrer Interiors ceased to operate.

The 555 property is presently zoned PD-Planned Unit Development District specifically for the Forrer Business interiors use and occupancy, and the proposed zoning is PD-Planned Unit Development District specific to the Maglio food production and distribution use and occupancy. Maglio's specific changes to the use are articulated in the submitted narrative. Contemplated future changes to the building and grounds including, but not limited to, rooftop HVAC units and screening requirements, will require future Plan Commission review prior to permitting.

RECOMMENDATION:

The applicant is working within a timeline to purchase the property. The Plan Commission is scheduled for public hearing at their April 13, 2021 meeting. A recommendation to the Council would come from that meeting.

The Council is able to schedule a public hearing for April 26, 2021. This schedule would allow the applicant to have a zoning determination prior to closing on the property.

ACTION REQUESTED:

Motion to schedule a Public Hearing for Monday, April 26, 2021 at 6:00 p.m. regarding Petition to Rezone 555 West Estabrook Parkway (Certified Survey Map No. 6369, SE1/4 SEC. 5-7-22 PARCEL 1, Tax



5909 North Milwaukee River Parkway
Glendale, WI 53209

Key Parcel 233-1177-004) from PD-Planned Unit Development District-Forrer Business Interiors Office and Warehouse to PD-Planned Unit Development District-Maglio Food Processing Juice.

ATTACHMENTS:

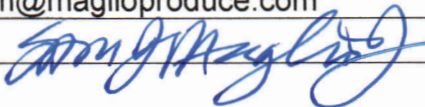
1. Application for rezoning.



CITY OF GLENDALE
COMMUNITY DEVELOPMENT DEPARTMENT
5909 NORTH MILWAUKEE RIVER PARKWAY
GLENDALE, WISCONSIN 53209-3815
PHONE: (414) 228-1704 or (414) 228-1742
FAX: (414) 228-1725
WWW.GLENDALE-WI.ORG

APPLICATION FOR CHANGE OF ZONING
Application Fee: \$250 (\$500 for Planned Development)

APPLICANT INFORMATION

Name of Applicant: The Maglio Family, LLC
Name of Business Owner (if different from applicant): The Fresh Group, Ltd.
Business Name: Maglio Companies
Address of Applicant: 4287 N. Port Washington Rd.
City, State, Zip: Glendale, WI 53212
Office Phone Number: 414-906-8800 Cell: 262-671-2129 Fax: 414-906-8810
Applicant E-Mail: sjm@maglioproduce.com
Applicant Signature:  Date: 12/16/2020

PROPERTY INFORMATION

(Please use additional application forms if re-zoning more than one parcel)

Current Zoning of Property: PD Proposed Zoning of Property: PD
Current Use of Property: Office Furniture Whse Proposed Use of Property: Fresh Food Facility
Property Address (or addresses): 555 W. Estabrook Blvd
Property Owner (s) (if different from applicant): URSFI WI GLENDALE, LLC
Property Owner Address: 10350 Bren Rd W
City, State, Zip: Minnetonka, MN 55343
Property Owner Phone: 952-656-4642 Cell: _____ Fax: _____
Tax Key Number: 233-1177-004
Lot Size: Depth: _____ Width: _____ Area: 6.8 acres

PROPOSAL INFORMATION

Type of Business: Refrigerated food production and distribution
Reason for Seeking a Change In Zoning: Change of use from office furniture showroom and warehouse to refrigerated food production and distribution.
"PD Planned Unit Development-Forrer Interiors Office and Warehouse" to
"PD-Planned Unit Development District-Maglio Office and Food Processing Juice."
Who is the Primary Contact for This Project: Sam Maglio
Contact Phone Number: 262-671-2129 Cell: _____ Fax: 262-671-2129
Contact E-Mail: sjm@maglioproduce.com

Please See Reverse Side of Application for Additional Submittal Requirements

CITY OF GLENDALE USE ONLY

Total Fee: _____ Application Date: _____ Hearing Date: _____ Time: _____

555 W. Estabrook Blvd. (former Forrer building)

The building at 555 W. Estabrook Blvd was originally built in 1997 for Forrer Business Interiors. Forrer abruptly closed the business on August 2, 2019 and vacated the facility. It has been empty since.

The facility was designed with a working showroom of 19,175 square feet facing Port Washington Rd. To the rear is a warehouse space of 58,775 square feet with 26' high ceilings and six loading docks. This combination of high bay warehouse with 25% class A office space is rarely seen in the industrial real estate market. The current Covid situation exacerbates the excessive office space.

Maglio Companies has occupied the building directly across the street since 1997. It has steadily expanded its reach throughout the Midwest, supplying primarily the foodservice market. In a strategic initiative [pre-covid], the Company made investment into retail oriented product lines (cold pressed juice, packaged salsa, and freshcut fruits and vegetables). The demand for those items has risen faster than anticipated in 2020.

Maglio desires to remain in Glendale and expand its operations in a prudent manner. The opportunity to move the office function to the 555 site as well as build out refrigerated manufacturing and storage within the high bay warehouse will quickly provide the additional space needed to satisfy the consumer demand for fresh products.

We are seeking approval from the City of Glendale to rezone the subject property from "PD Planned Unit Development-Forrer Interiors Office and Warehouse" to "PD-Planned Unit Development District-Maglio Office and Food Processing Juice." The property is further described as Certified Survey Map No. 6369, SE1/4 SEC. 5-7-22 PARCEL 1 (section 5, town 7N, range 22E).

With that approval Maglio will need to make interior revisions to the warehouse area, creating refrigerated manufacturing space where fruits and vegetables will be sliced, diced, pressed, mixed and blended. Refrigeration condensing units (similar to the outdoor AC units at a residence, but larger) will be placed on the rooftop and the remaining exterior of the building will be left as is. As with our current operations, there will be no negative impacts to the neighborhood (sound, smell, noise). All equipment brought into the site will be specifically designed for our exact operation and installed by professionals trained in such work.

The facility will operate with our office staff of approximately 20 plus a manufacturing team of approximately 40 working over 2 shifts. There are 119 automobile stall available and 6 loading doors. We would envision limited truck traffic of 3-5 units per day of which 50% would be arriving from our building across the street.

555 W Estabrook Pkwy



Notes

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THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:1,129



NAD_1983_2011_StatePlane_Wisconsin_South_FIPS_4803_FL_US
© MCAMLS



555 W Estabrook Pkwy



376 0 188 376 Feet



1:2,257

NAD_1983_2011_StatePlane_Wisconsin_South_FIPS_4803_Ft_US
© MCAMLS

THIS MAP IS NOT TO BE USED FOR NAVIGATION

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Notes



SUBJECT: Review and Approval of Bid for the 2021 Watermain Improvement Project

FROM: Charlie Imig, Director of Public Works

MEETING DATE: March 22, 2021

FISCAL SUMMARY:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	2,323,000
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Two bids were received, reviewed and tabulated for the 2021 Watermain Improvement Project. Upon confirmation of the bid documents, Mid City Corporation was the low bidder for this project. The estimated construction engineering costs are \$125,000 for this project.

- | | |
|--------------------------|-----------------|
| 1. Mid City Corporation: | \$ 1,367,554.55 |
| 2. Globe Contractors: | \$ 1,517,914.50 |

RECOMMENDATION:

Staff recommends that the City award a contract to the low responsible bidder, Mid City Corporation in the amount of \$1,367,554.55. Mid City Corporation is an established contractor in the area and has performed well on other similar construction projects in the City.

ACTION REQUESTED:

Motion to accept the low bid and award of contract Mid City Corporation for the base bid amount of \$1,367,554.55 for the 2021 Watermain Improvements project.

ATTACHMENTS:

1. Engineer Recommendation Letter



March 16, 2021

Charlie Imig
Director of Public Works
City of Glendale
5909 N. Milwaukee River Parkway
Glendale, WI 53209

Re: 2021 Watermain Improvements

Dear Charlie,

I reviewed and tabulated the two bids received for the 2021 Watermain Improvements project and confirmed that the as-read low bidder, Mid City Corporation is the low bidder for this project. The bid tabs for this project are attached.

The bid totals received are as follows:

Mid City Corporation:	\$ 1,367,554.55
Globe Contractors:	\$ 1,517,914.50

The funding and reimbursement breakdowns based on the low responsible bidder are as follows.

City of Milwaukee Reimbursement:	\$20,915.25
Lead Lateral Policy Resident Reimbursement:	\$7,500.00
Water Funding:	\$1,182,715.30
Street Funding:	\$93,668.00
Storm Funding:	\$49,220.00
Sanitary Funding:	\$13,536.00

Clark Dietz recommends that the City award a contract to the low responsible bidder, **Mid City Corporation** for the base bid amount of **\$ 1,367,554.55**. It is expected that the City of Milwaukee, as well as the City of Glendale Residents that utilize the Lead Lateral Policy, will reimburse the City of Glendale in an amount of **\$28,415.25**.

The estimated construction inspection costs are \$125,000 based on anticipated 20 weeks of constructions.

The allowable construction period for this project runs until September 3rd, 2021.

If you have any questions or require additional information regarding this matter, please contact our office.

Sincerely,

Mustafa Emir, PhD, PE
City Engineer
Clark Dietz, Inc.



SUBJECT: Review and Approval of Bid for the 2021 Roadway Resurfacing Project

FROM: Charlie Imig, Director of Public Works

MEETING DATE: March 22, 2021

FISCAL SUMMARY:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$405,000
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Three bids were received, reviewed and tabulated for the 2021 Roadway Resurfacing Project. Upon confirmation of the bid documents, Stark Pavement was the low bidder for this project.

The bid amounts received are as follows, for the Roadway Resurfacing Project. Bid Alternate 1 includes resurfacing Range Line Road (Green Bay Ave Intersection north 500 ft to City Limits). Bid Alternate 2 includes resurfacing the DPW Garage – Driveway east entrance. Both Bid Alternates are recommended as these segments are failing.

Please find listed below the bid results for the 2021 Roadway Resurfacing project. The estimated construction engineering costs are \$25,000 for this project.

	<u>Base Bid Amount</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
1. Stark Pavement:	\$ 273,056.00	\$24,466.40	\$8,046.50
2. Payne & Dolan:	\$ 302,682.75	\$23,030.00	\$5,380.00
3. LaLonde Contractors:	\$ 329,630.50	\$27,280.00	\$5,380.00

RECOMMENDATION:

Staff recommends awarding a contract for the base bid, alternate 1 and alternate 2 in the amount of \$305,568.90. Stark Pavement is an established contractor in the area and has performed well on other similar construction projects in the City.

ACTION REQUESTED:

Motion to accept the low bid and alternates and award of contract to Stark Pavement for the base bid amount, alternate 1 and alternate 2 of \$305,568.90 for the 2021 Roadway Resurfacing project.

ATTACHMENTS:

1. Engineer Recommendation Letter



March 16, 2021

Charlie Imig
Director of Public Works
City of Glendale
5909 N. Milwaukee River Parkway
Glendale, WI 53209

Re: 2021 Roadway Resurfacing

Dear Charlie,

I reviewed and tabulated the three bids received for the 2021 Roadway Resurfacing project and confirmed that the as-read low bidder, Stark Pavement is the low bidder for this project. The bid tabs for this project are attached.

The bid totals received are as follows:

	<u>Base Bid Amount</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
Stark Pavement:	\$ 273,056.00	\$24,466.40	\$8,046.50
Payne & Dolan:	\$ 302,682.75	\$23,030.00	\$5,380.00
LaLonde Contractors:	\$ 329,630.50	\$27,280.00	\$5,380.00

The funding and reimbursement breakdowns based on the low responsible bidder for the base bid and alternates are as follows.

City of Milwaukee Reimbursement:	\$143,544.25
Street Funding:	\$150,724.65
Storm Funding:	\$3,450.00
Sanitary Funding:	\$7,850.00

Clark Dietz recommends that the City award a contract to the low responsible bidder, **Stark Pavement** for the base bid, alternate 1, and alternate 2 amount of **\$305,568.90**. It is expected that the City of Milwaukee will reimburse the City of Glendale in an amount of **\$143,544.25**.

The estimated construction inspection costs are \$25,000 based on anticipated 12 weeks of constructions.

The allowable construction period for this project runs until October 15th, 2021.

If you have any questions or require additional information regarding this matter, please contact our office.

Sincerely,

Mustafa Emir, PhD, PE
City Engineer
Clark Dietz, Inc.