

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

This meeting is in person, but will be broadcast over Zoom to
accommodate residents with COVID concerns.

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AGENDA—COMMON COUNCIL MEETING

Monday, May 9, 2022

6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. Public Hearing: Public Hearing to Rezone 5812 (Tax Parcel Number 168-9981-000) and 5820 (Tax Parcel Number 168-9980-001) North Green Bay Avenue from B-4 Office-Research-Service Business District to M-1 Warehouse, Light Manufacturing, Office and Service District.
 - a) Approval of Ordinance to Rezone 5812 (Tax Parcel Number 168-9981-000) and 5820 (Tax Parcel Number 168-9980-001) North Green Bay Avenue
3. 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.
 - a) Rabbi Menachem Deren – Acts of Kindness Initiative
4. Consent Agenda:
 - a) Adoption of Minutes of Meeting held on April 25, 2022.
 - b) Approval of Accounts Payable.
5. 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) Discussion regarding participation in Milwaukee's Juneteenth Parade
 - b) Recommendation from Legislative, Judiciary & Finance Committee to Approve the Application for Class "B" (beer) Retailer License, and "Class C" (wine) Retailer License Filed by Three Flags Bayshore LLC for Flip Flop Tiki Bar, located at North Bayshore Drive.
 - c) Review And Action on Resolution To Create Tax Incremental District No. 9, Approving Its Project Plan And Establishing Its Boundaries
 - d) Review and Action on a Certified Survey Map for 1717 West Civic Drive and 5820 North Green Bay Avenue.
 - e) Review and Action on Development Agreement with Weas Development Company for the planned development of a 109,000 square foot office and research building at the intersection of W. Civic Drive and N. Green Bay Avenue.
 - f) Review and Action on Purchase of Property at 4118 North Hubbard Street
 - g) Review and Action on Diversity, Equity, and Inclusion Statement

- h) Discussion regarding Beekeeping within the City of Glendale.
 - i) Review and Approval of Bid for the 2022 Crestwood Drainage Program.
 - j) Review and Approval of Bid for the 2022 Sidewalk Program.
 - k) Review and Approval of Bid for the Interstate 43 Segment Waterman Replacement Project.
 - l) Review and Approval of Bid for the 2022 Good Hope Road Watermain Replacement Project.
 - m) Review and Approval of Revised State/Municipal Financial Agreement (SMFA) for a State-Let Highway Project ID: 1229-04-02/04/24/71/72/73/77 (I-43 North-South Freeway Corridor Project).
 - n) Review and Approval of State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 1229-04-71/73/77 (I-43 North-South Freeway Corridor Project).
 - o) Review and Approval of State/Municipal Quit Claim Deed by Utility (DT1661), Statement of Non-Reimbursement by Utility (DT2245) and Temporary Construction Easement Agreement (DT2216) for WisDOT I-43 North-South Project ID 1229-04-71.
 - p) Review and Approval of a Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Sewer Municipal Utility Agreement UA647 Utility ID 1229-04-49) for work associated with the relocation of existing City of Glendale sewer main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects.
 - q) Review and Approval of a Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Water Municipal Utility Agreement UA646 Utility ID 1229-04-48) for work associated with the relocation of existing City of Glendale water main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects.
 - r) Initial Review of 2023-2027 Five Year Capital Improvement Program.
 - s) Resolution Amending the 2022 Annual Program Budget.
 - t) Review and Authorize filling of Human Resources Director position.
6. 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 Administrator update.)
7. Adjournment.

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



5909 North Milwaukee River Parkway
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SUBJECT: Public Hearing and Ordinance to Rezone 5812 (Tax Parcel Number 168-9981-000) and 5820 (Tax Parcel Number 168-9980-001) North Green Bay Avenue from B-4 Office-Research-Service Business District to M-1 Warehouse, Light Manufacturing, Office and Service District.

FROM: John Fellows, Director of Community Development

MEETING DATE: May 2, 2022

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:

Rezoning the 5812 and 5820 North Green Bay Avenue properties from B-4 Office-Research-Service Business District to M-1 Warehouse, Light Manufacturing, Office and Service District will provide for a uniform zoning classification for all of the lands located at the southeast corner of North Green Bay Avenue and West Civic Drive (refer to Aerial Photographic Exhibit Map), including the 1717 West Civic Drive property, and will provide for uniform zoning for a prospective redevelopment use of some of the lands.

The Plan Commission voted to recommend the Common Council approve the zoning. There were no public comments at the Plan Commission Public Hearing.

RECOMMENDATION:

The Plan Commission recommended the Common Council approve the request to rezone.

ACTION REQUESTED:

Motion to approve an ordinance to rezone 5812 (Tax Parcel Number 168-9981-000) and 5820 North Green Bay Avenue (Tax Parcel 168-9980-001) from B-4 Office-Research-Service Business District to M-1 Warehouse, Light Manufacturing, Office and Service District.

ATTACHMENTS:

1. [Ordinance](#)
2. [Public Hearing Notice](#)
3. [Map](#)

4A-4B
5/9/2022

CONSENT AGENDA

- a) [Adoption of Minutes of Meeting held on April 25, 2022](#)
- b) [Approval of Accounts Payable](#)



5909 North Milwaukee River Parkway
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SUBJECT: Discussion regarding participation in Milwaukee's Juneteenth Parade

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: May 9, 2022

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:

Alderwoman Vukovic is requesting Common Council's consideration regarding the upcoming City of Milwaukee Juneteenth Observation/Celebration. This year is the 50th anniversary of the observation/celebration.

Juneteenth is observed on June 19 each year commemorating the emancipation of enslaved African Americans back in 1865.

Part of the Milwaukee observation/celebration is a parade (starting at 8 a.m.). In the past, Glendale officials have participated in the parade.

RECOMMENDATION:

Not applicable.

ACTION REQUESTED:

Discussion on Glendale officials' participation in Milwaukee's Juneteenth Parade.

ATTACHMENTS:

None



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SUBJECT: Recommendation from Legislative, Judiciary & Finance Committee to Approve the Application for Class "B" (beer) Retailer License, and "Class C" (wine) Retailer License Filed by Three Flags Bayshore LLC for Flip Flop Tiki Bar, located at North Bayshore Drive.

FROM: Megan Humitz, City Clerk

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	Chapter 125
Municipal Code:	7.2

BACKGROUND/ANALYSIS:

The State of Wisconsin requires any business selling alcohol to have an Alcohol Beverage License. All other licenses have been approved for the current location and all background checks have been concluded by the City of Glendale Police Department.

The Legislative, Judiciary & Finance Committee held a meeting on May 9, 2022. The Legislative, Judiciary & Finance Committee recommended the approval of a Class "B" (beer) Retailer License, and "Class C" (wine) Retailer License filed by Three Flags Bayshore, LLC for Flip Flop Tiki Bar located at N. Bayshore Drive. The license area is the former Devon restaurant's outdoor patio plus The Yard area.

Three Flags Bayshore, LLC for Flip Flop Tiki Bar, meets all the statutory requirements to be issued a Class "B" and "Class C" license. Proposed agent, M. Eitl, was approved by the Police Department.

RECOMMENDATION:

All applications are on file in the Clerk's office. The appropriate background checks were completed by the Police Department.

Staff recommends approval of the Class "B" (beer) Retailer License, and "Class C" (wine) Retailer License.

ACTION REQUESTED:

Motion to approve the Class "B" (beer) Retailer License, and "Class C" (wine) Retailer License Filed by Three Flags Bayshore, LLC for Flip Flop Tiki Bar, located at N. Bayshore Drive.

ATTACHMENTS:

None.



5909 North Milwaukee River Parkway
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SUBJECT: Review And Action On Resolution To Create Tax Incremental District No. 9,
Approving Its Project Plan And Establishing Its Boundaries

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	66.1105(4)(f)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

In late 2021, the City of Glendale was approached by a developer, Weas Development Company, who was interested in the redevelopment of several blighted properties at the southeast corner of North Green Bay Avenue and West Civic Drive.

Weas Development Company has entered into agreements to purchase 6.37 acres for the planned 2022-2023 construction of a 109,000 square foot office and research building. The development is expected to result in the employment of 200 new employees in Glendale at this new building.

A Tax Incremental District (TID) No. 9 Project Plan has been created by Ehlers, Waukesha, WI (see attached). The Project Plan identifies that the estimated taxable value (land and improvements) of the project is \$21.8 million.

The estimated total TID No. 9 project cost expenditures are approximately \$4.25 million of which:

- \$945,000 in public infrastructure projects
- \$3,100,000 in development incentives,
- \$80,000 in interest on long-term debt, and
- \$123,000 in administrative cost related to the creation and administration of the TID

The \$3.1 million in development incentives is intended to offset extraordinary costs associated with the impact of the site's contaminated and unstable soils. The extraordinary costs involve the building construction, parking lot construction, stormwater management facilities, and removal and property management of contaminated soils.

Without the TID projects and related costs including development incentives, the development would not occur. The economic benefits of the development are sufficient to compensate for the estimated project cost expenditures. The benefits outweigh the anticipated tax increments to be paid by the property owner in the district.



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At their meeting on April 20, the Joint Review Board reviewed the Project Plan.

The Community Development Authority, at its April 20 meeting, held a public hearing and approved a Resolution Establishing the Boundaries of and Approving the Project Plan for TID No. 9 (attached).

The Joint Review Board, at their May 26 meeting, are scheduled to review and take action on the TID No. 9 Project Plan.

RECOMMENDATION:

Staff recommends the approval of the resolution.

ACTION REQUESTED:

Motion to approve Resolution To Create Tax Incremental District No. 9, Approving Its Project Plan And Establishing Its Boundaries.

ATTACHMENTS:

1. [Tax Incremental District No. 9 Project Plan](#)
2. [Common Council Resolution](#)
3. [Community Development Authority Resolution](#)



SUBJECT: Common Council, Item 5d.
Certified Survey Map, 5820 West Civic Drive and 1717 West Civic Drive.
Review/approve proposed Certified Survey Map (CSM) to divide the lands into two tax parcels.

FROM: John S. Fellows, Community Development Director

MEETING DATE: May 3, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Zoning Code Subdivision Regs.

BACKGROUND/ANALYSIS:

A Certified Survey Map (CSM) is proposed for the lands that include 1717 West Civic Drive and 5820 North Green Bay Avenue, comprising a total of 16.6263 acres or 724,246 square feet of land, in order to create two parcels of land. Proposed Lot 1 will include the existing Visa Lighting facility that will be 10.1617 acres or 442,643 square feet, and Lot 2 will be essentially vacant land that will be 5.8633 acres or 255,407 square feet.

The Plan Commission recommended approval on March 1, 2022.

RECOMMENDATION:

The Plan Commission and staff recommend that the Common Council approve the Certified Survey Map with requirements of payment of the \$205 administrative fee, making any required technical corrections to the document, and payment of City Engineer CSM technical review fees, and other required fees, if any, and recording of the document.

ACTION REQUESTED:

Motion to approve the Certified Survey Map with requirements of payment of the \$205 administrative fee, making any required technical corrections to the document, and payment of City Engineer CSM technical review fees, and other required fees, if any, and recording of the document.

ATTACHMENTS:

1. [Draft CSM Submittal Document](#)



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SUBJECT: Review and Action on Development Agreement with Weas Development Company for the planned development of a 109,000 square foot office and research building at the intersection of W. Civic Drive and N. Green Bay Avenue.

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: May 9, 2022

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:

Weas Development Company has requested City approval of a planned development of a 109,000 square foot office and research building at the intersection of W. Civic Drive and N. Green Bay Avenue.

The Community Development Authority, at its May 9 meeting, will consider the approval of the site plan for the development.

As part of the development approval, the Community Development Authority and the Common Council reviews and considers action on a development agreement.

The development agreement was drafted by Redevelopment City Attorney John Fuchs.

RECOMMENDATION:

Staff recommends the Common Council and the Community Development Authority approve the development agreement with Weas Development Company for the property located at the intersection of W. Civic Drive and N. Green Bay.

ACTION REQUESTED:

Motion to approve the development agreement with Weas Development Company for the property located at the intersection of W. Civic Drive and N. Green Bay.

ATTACHMENTS:

1. [Development Agreement with Weas Development Company](#)



SUBJECT: Review and Action on Purchase of Property at 4118 North Hubbard Street

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

Budget Summary:	Capital Project Fund
Budgeted Expenditure:	\$0
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

At the February 21 Common Council meeting, the Council discussed negotiation strategies for the possible purchase of the property at 4118 N. Hubbard Street. The current residential property owner has reached out to the City as he is contemplating the sale of the property.

Over the past several decades, the City has been acquiring property along N. Hubbard Street with the goal to reduce blight through redevelopment of the area consistent with the zoning district and consolidate/assemble small parcels into larger parcels to attract new development investment.

The current Zoning District for the parcels on N. Hubbard Street is M-1 Warehouse, Light Manufacturing, Office and Service District.

The City Attorney was directed to follow up with the property owner for possible City purchase. The owners are willing to sell to the City on the following terms:

- \$135,000
- City covering closing costs, and
- City assuming responsibility for the full 2022 property tax bill.

The tax bill for 2021 was \$2,617.63. Factoring the anticipated time of closing, the City would essentially be forfeiting about half that amount. Closing costs are estimated at no more than \$3,000-4,000.

Like other properties purchased by the City on N. Hubbard Street, the City will demolish all structures on the 4118 N. Hubbard Street property. Consequently, City Attorney Bayer is not recommending the need for any inspections. Also, as this is a residential property and not a former industrial site, no environmental concerns exist.

Funding for this purchase would be allocated from the Capital Projects Funds – Property Acquisition (420-540.40-58097). No property acquisition expenditures (except for floodplain purposes) were budgeted in 2022. Sufficient fund balance exists in the Capital Projects Fund for this expenditure.

RECOMMENDATION:

Staff recommends the Council authorize City Attorney Bayer to proceed with the purchase of 4118 N. Hubbard Street for \$135,000 and the City cover closing costs.



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ACTION REQUESTED:

Motion to approve the purchase of 4118 N. Hubbard Street for \$135,000, the City cover closing cost and authorize City Attorney Bayer to execute all documents on behalf of the City.

ATTACHMENTS:

1. [Offer to Purchase 4118 N. Hubbard Street](#)



SUBJECT: Review and Action on Diversity, Equity, and Inclusion Statement

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: May 9, 2022

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:

One of Glendale 2040 Vision's (Comprehensive Master Plan) core values is to "Promote Inclusion, Diversity, and High Quality of Life" by being "stronger and more resilient in 2040, the City of Glendale must promote diversity and inclusion in all areas of the community. From celebrating diversity through community events to promoting local businesses to expanding participation in the political process, the City of Glendale aims to be a more inclusive place in the future, whereas residents, regardless of background or neighborhood, enjoy high quality of Life."

As a follow-up, it is important for the City to advance this core value by approving a statement which addresses it. Attached is the diversity, equity and inclusion statement.

RECOMMENDATION:

Staff recommends the Common Council approve the statement.

ACTION REQUESTED:

Motion to approve Diversity, Equity and Inclusion Statement.

ATTACHMENTS:

1. [Diversity, Equity and Inclusion Statement](#)



SUBJECT: Common Council, Item 5h
Discussion regarding Beekeeping within the City of Glendale

FROM: John S. Fellows, Community Development Director

MEETING DATE: May 5, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Zoning Code Subdivision Regs.

BACKGROUND/ANALYSIS:

Staff has been requested to facilitate a discussion regarding the keeping of bees in the community. Beekeeping can occur at both a profession and hobbyist levels. In most urbanized areas, beekeeping occurs at a hobbyist level. To prepare for the discussion, staff is providing a summary of a quick summary of a variety of communities' status with regard to beekeeping, a summary of common best practices, as well as helpful links for more information.

Communities:

The following survey of communities indicates which communities allow for the keeping of bees and those that do not. Selected links are directly to each community's ordinance or a portion of their ordinance.

Village of Shorewood:	Allowed	Village of Shorewood Beekeeping Ord. link
Village of Fox Point:	Allowed	Village of Fox Point Ord. link
City of Milwaukee:	Permitted	City of Milwaukee Beekeeping Ord. link
City of Wauwatosa:	Permitted	City of Wauwatosa Bee Keeping Ord. link
City of Eau Claire:	Permitted	City of Eau Claire Ord. link
Village of Whitefish Bay	Not allowed	
Village of Bayside:	Not allowed	
Village of Brown Deer:	Not allowed	
City of Mequon:	Permitted*	in certain zoning districts and two hives for ¼ acre and one additional hive for each additional half acre. No permit required

This list is not inclusive of all communities in Wisconsin, it is a random sample.

Best Practices:

The following items are commonly noted in ordinances.

Flyway Barrier:	Often Regulated	May be a six-foot fence, hedge or other
Setback:	Often Regulated	Distances vary by community



Number of Hives	Often Regulated	Ranges from 2-4. Some communities allow for an additional hive to allow hives to split. The opening direction will determine flight patterns.
Hive Opening	Should be considered	
Access to Water	Often Regulated	
Permits	Often Regulated	
Renewal of permit	Often Regulated	

Additional Information:

The following links are provided for additional information from a variety organization.

State of Wisconsin Department of Agriculture, Trade and Consumer Protection

[DATCP Home Beekeeping Regulations for the State \(wi.gov\)](#)

Milwaukee Waukesha Beekeepers Association

[Milwaukee Waukesha Beekeepers Association \(mwbeekeepers.org\)](#)

American Beekeeping Federation

[American Beekeeping Federation \(abfnet.org\)](#)

Wisconsin Honey Producers

[New Beekeepers | Wisconsin Honey Producers Association \(wihoney.org\)](#)

Wisconsin Pollinators

[Wisconsin Native Pollinators | Wisconsin Pollinators](#)

UW-Extension – Helpful Resources for Beekeepers

[2016-Resources-for-Beekeepers.pdf \(wisc.edu\)](#)

UW-Extension – Beekeeping

[Beekeeping – Extension Milwaukee County \(wisc.edu\)](#)

RECOMMENDATION:

Staff recommends that additional information should be gathered, best practice further evaluated, a public information informational process developed, and a draft ordinance prepared.

ACTION REQUESTED:

Motion to direct staff to prepare additional information and a draft ordinance regulating beekeeping.



SUBJECT: Review and Approval of Bid for the 2022 Crestwood Drainage Program

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9th, 2022

FISCAL SUMMARY:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$325,000
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Please find listed below the bid results for the 2022 Crestwood Drainage Program. The estimated construction engineering costs are \$32,000 for this project.

- | | |
|-------------------------------|---------------|
| 1. All-Ways Contractors, Inc: | \$ 156,934.00 |
| 2. Zignego Company, Inc: | \$ 328,700.00 |

RECOMMENDATION:

Staff recommends awarding a contract to All-Ways Contractors, Inc in the amount of \$156,934.00. All-Ways Contractors, Inc is an established contractor in the area and has performed well on other similar construction projects in the City. All-Ways Contractors, Inc completed the 2021 Drainage Program for the City.

ACTION REQUESTED:

Motion to accept the low bid and award of contract All-Ways Contractors Inc for the base bid amount of \$156,934.00 for the 2022 Crestwood Drainage Program.

ATTACHMENTS:

1. [Engineer Recommendation Letter](#)
2. [Bid Tab](#)

**SUBJECT:** Review and Approval of Bid for the 2022 Sidewalk Program**FROM:** Charlie Imig, Director of Public Works**MEETING DATE:** May 9, 2022**FISCAL SUMMARY:**

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$50,000
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Please find listed below the bid results for the 2021 Sidewalk Program. The estimated construction engineering costs are \$7,500 for this project. \$5,500 has been spent on project document and bid services.

	<u>Base Bid Amount</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Total Base+1+2</u>
1. Primoris Electric, Inc:	\$ 31,975.00	\$ 9,500.00	\$ 6,350.00	\$ 47,825.00
2. Beardsley Concrete:	\$ 32,375.00	\$ 9,725.00	\$ 5,734.80	\$ 47,834.80
3. DC Burbach, Inc:	\$ 40,865.00	\$ 12,145.00	\$ 4,310.50	\$ 57,320.50
4. LaLonde Contractors:	\$ 62,854.50	\$ 19,948.00	\$ 9,368.50	\$ 92,171.00

RECOMMENDATION:

Staff recommends awarding a contract to Primoris Electric, Inc for the base bid in the amount of \$31,975.00.

Primoris Electric, Inc may be new to the City of Glendale; however, has satisfactorily performed similar work. Past projects include WE Energies restoration repairs and work in local municipalities, such as in the City of West Allis. Additionally, Primoris Electric, Inc has received the 2022 Sidewalk program for the City of Port Washington. Upon review of their references, Primoris Electric, Inc. has been given satisfactory reviews from local municipalities and WE Energies for their communication and quality of work.

ACTION REQUESTED:

Motion to accept the low bid and award of contract to Primoris Electric, Inc. for the total base bid in the amount of \$31,975.00 for the 2022 Sidewalk Program project.

ATTACHMENTS:

1. [Engineer Recommendation Letter](#)
2. [Bid Tab](#)



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SUBJECT: Review and Approval of Bid for the Interstate 43 Segment Watermain Replacement Project

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$2,085,000
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Please find listed below the bid results for the I43 Segment Watermain Replacement project. The estimated construction engineering costs are \$240,000.00 for this project.

	<u>Base Bid Amount</u>	<u>Alternate 1</u>	<u>Total Base+1+2</u>
UPI, LLC:	\$ 2,336,957.00	\$ 439,800.00	\$ 2,776,757.00
American Sewer Services:	\$ 2,405,712.00	\$ 641,750.00	\$ 3,047,462.00
Vinton Construction Co.:	\$ 3,031,878.05	\$ 321,435.00	\$ 3,353,313.05
PTS Contractors, Inc.:	\$ 3,179,000.00	\$ 460,000.00	\$ 3,639,000.00
Globe Contractors, Inc.:	\$ 3,413,957.50	\$ ---	\$ ---
Mid City Corporation:	\$ 3,653,280.00	\$ 593,750.00	\$ 4,247,030.00

Part of this project is eligible for funding by the State. It is estimated that the State will reimburse \$807,487.65 of the project.

RECOMMENDATION:

Staff recommends awarding a contract to UPI, LLC. for the base bid in the amount of \$2,336,957.00. UPI, LLC. is an established contractor in the area and has performed well on other similar construction projects in Glendale. UPI, LLC. completed the 2019 and 2020 Watermain Replacement projects for the City.

ACTION REQUESTED:

Motion to accept the low bid and award of contract to UPI, LLC. for the total bid base bid in the amount of \$2,336,957.00 for the Interstate 43 Segment Watermain Replacement project.

ATTACHMENTS:

1. [Engineer Recommendation Letter](#)
2. [Bid Tab](#)



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SUBJECT: Review and Approval of Bid for the 2022 Good Hope Road Watermain Replacement Project

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$2,085,000
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Please find listed below the bid results for the 2022 Good Hope Rd Watermain Replacement project. The estimated construction engineering costs are \$13,000 for this project.

Base Bid Amount

Vinton Construction:	\$ 93,905.00
Globe Contractors, Inc:	\$ 106,600.00
American Sewer Services:	\$ 111,500.00
Mid City Corporation:	\$ 137,500.00

RECOMMENDATION:

Staff recommends awarding a contract to Vinton Construction for the base bid in the amount of \$93,905.00. Vinton Construction is an established contractor in the area and has performed well on other similar construction projects in Glendale. Vinton Construction completed the 2019 Green Bay Avenue Watermain project for the City.

ACTION REQUESTED:

Motion to accept the low bid and award of contract to Vinton Construction for the bid base in the amount of \$93,905.00 for the 2022 Good Hope Rd Watermain Replacement project.

ATTACHMENTS:

1. [Engineer Recommendation Letter](#)
2. [Bid Tab](#)



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SUBJECT: Review and Approval of Revised State/Municipal Financial Agreement (SMFA) for a State-Let Highway Project ID: 1229-04-02/04/24/71/72/73/77 (I-43 North-South Freeway Corridor Project).

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9, 2022

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:

The Common Council originally approved a State/Municipal Agreement (SMA) for a State-Let Highway Project (I-43 North-South Freeway Corridor Project) at the July 13, 2020 meeting. Since then, there have been revisions and additions to that document.

Attached is the Revised State/Municipal Financial Agreement (SMFA) for the aforementioned project. This indicates the total cost distribution and the City responsibility of \$4,024,201. This is/was included in the 5-year CIP program for 2021 through 2023.

RECOMMENDATION:

Approval of the Revised 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: 1229-04-02/04/24/71/72/73/77 (I-43 North-South Freeway Corridor Project) as presented.

ATTACHMENTS:

1. [Revised State/Municipal Financial Agreement \(SMFA\) for a State-Let Highway Project ID: 1229-04-02/04/24/71/72/73/77](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Review and Approval of State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 1229-04-71/73/77 (I-43 North-South Freeway Corridor Project).

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.07(1)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

This State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project (I-43 North-South Freeway Corridor Project) is a guarantee that the Municipality (Glendale) shall at its own cost and expense maintain all portions within the specified limits of this agreement that lie within its jurisdiction for such maintenance through statutory requirements in a manner satisfactory to the State and shall make ample provision for such maintenance each year. Upon completion of construction project, 1229-04-71, 1229-04-73, & 1229-04-77 the Municipality (Glendale) will assume all aforementioned maintenance responsibilities. This SMMA is tied to the State/Municipal Financial Agreement (SMFA), Project ID: 1229-04-02/04/24/71/72/73/77.

RECOMMENDATION:

Approval of the State/Municipal Maintenance Agreement (SMMA) is recommended.

ACTION REQUESTED:

Motion to approve the State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 1229-04-71/73/77 (I-43 North-South Freeway Corridor Project) as presented.

ATTACHMENTS:

1. [State/Municipal Maintenance Agreement \(SMMA\) for a State-Let Highway Project ID: 1229-04-71/73/77](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Review and Approval of State/Municipal Quit Claim Deed by Utility (DT1661), Statement of Non-Reimbursement by Utility (DT2245) and Temporary Construction Easement Agreement (DT2216) for WisDOT I-43 North-South Project ID 1229-04-71

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.09(1)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

There is a City of Glendale water easement on Parcel 16 at the corner of N Port Washington Road and W Bender Road/W Devon Street. The easement does not have facilities in it. The Wisconsin Department of Transportation (WisDOT) has purchased an area adjacent to and has obtained a temporary limited easement. The DT1661 – Quit Claim Deed by Utility will remove the easement from the WisDOT purchased area (now public right of way). The DT2216 – Temporary Construction Easement is an acknowledgement for Glendale that WisDOT will be performing work in an area that Glendale has an existing easement.

The DT2245 – Statement of Non-Reimbursement by Utility document acknowledges that the City of Glendale will not be requesting compensation for Utility Parcel 541 Glendale Water Utility. The other Utility Agreement that is part another SMFA references a Utility Parcel of 641 representing the City of Glendale's water facility that exists in the right-of-way and is eligible for compensation under state statute ss 84.295. Because this is an easement it follows a different state statute ss 84.09. Additionally, the City's watermain that used to be within this easement, is being relocated and will be placed at another location as part of another project.

RECOMMENDATION:

Approval of the documents is recommended.

ACTION REQUESTED:

Motion to approve the State/Municipal Quit Claim Deed by Utility (DT1661), Statement of Non-Reimbursement by Utility (DT2245) and Temporary Construction Easement Agreement (DT2216) for WisDOT I-43 North-South Project ID 1229-04-71 documents as presented.

ATTACHMENTS:

1. [Quit Claim Deed by Utility \(DT1661\)](#)
2. [Statement of Non-Reimbursement by Utility \(DT2245\)](#)
3. [Temporary Construction Easement Agreement \(DT2216\)](#)
4. [1229-04-22 ROW Plat RO7](#)



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Glendale, WI 53209

SUBJECT: Review and Approval of a Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Sewer Municipal Utility Agreement UA647 Utility ID 1229-04-49) for work associated with the relocation of existing City of Glendale sewer main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.295
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

This agreement covers the compensable (90% State/10% Local) design, relocation, inspection, construction management, and City operations of work associated with the relocation of existing City of Glendale water main facilities impacted by the proposed construction of the following IH 43 North South Freeway Projects:

- 1229-04-71
 - City Glendale, N Port Washington Road (W Bender Road to W Daphne Road)
- 1229-04-73
 - I-43 North South Freeway (W Bender Road to W Brown Deer Road)
- 1229-04-77
 - City Glendale, N Green Bay Road (STH 57 Intersection with N Range Line Road)

Work performed under the above projects consists of pavement reconstruction and expansion of IH 43; reconstruction and expansion of North Port Washington Road, reconstruction of Jean Nicolet Road, reconstruction, and a traffic mitigation project at STH 57 and Range Line Road. All phases of the projects are being performed as one Let project to stage construction in a manner that will alleviate traffic congestion and perform the reconstruction work in a means that is most beneficial to the traveling public.

All City of Glendale sewer design, main relocation, inspection, construction management, and City operations of work associated with the relocation of existing City of Glendale sewer main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects listed above will be coordinated under Construction ID 1229-04-73.

A State/Municipal Finance Agreement (SMFA) will be implemented to allow the Wisconsin Department of Wisconsin's (WisDOT) contractor to perform work for the City of Glendale during construction of the



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Glendale, WI 53209

IH 43 projects listed above. The typical work to be performed during construction is sewer main relocation, sewer manhole adjustments and reconstruction of sewer manholes. The Utility Agreement will reimburse work performed by the City of Glendale or their agents for sewer design, inspection, and construction management. This work will be reimbursed 10% Local Share / 90% State Share per ss.84.295.

RECOMMENDATION:

Staff recommends the Common Council approve the Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Water Municipal Utility Agreement UA647 Utility ID 1229-04-49) for work associated with the relocation of existing City of Glendale sewer facilities impacted by the proposed construction of the IH 43 North South Freeway Projects.

ACTION REQUESTED:

Motion to approve the Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Water Municipal Utility Agreement UA647 Utility ID 1229-04-49) for work associated with the relocation of existing City of Glendale sewer facilities impacted by the proposed construction of the IH 43 North South Freeway Projects.

ATTACHMENTS:

1. [Agreement for Payment for Relocation or Replacement of Municipal Utility Facilities Located on Public Held Land Required by Freeway Construction](#)
2. [CITY OF GLENDALE – SEWER MUNICIPAL UTILITY AGREEMENT UA647 UTILITY ID 1229-04-49](#)
3. [Construction Project ID: 1229-04-73 Utility ID: 1229-04-49 Cost Share \(10% Local Share / 90% State Share\) per §84.295](#)



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Glendale, WI 53209

SUBJECT: Review and Approval of a Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Water Municipal Utility Agreement UA646 Utility ID 1229-04-48) for work associated with the relocation of existing City of Glendale water main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.295
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

This agreement covers the compensable (90% State/10% Local) design, relocation, inspection, construction management, and City operations of work associated with the relocation of existing City of Glendale water main facilities impacted by the proposed construction of the following IH 43 North South Freeway Projects:

- 1229-04-71
- City Glendale, N Port Washington Road (W Bender Road to W Daphne Road)
- 1229-04-72
 - I-43 North South Freeway (Union Pacific RR Bridge B-40-921)
- 1229-04-73
 - I-43 North South Freeway (W Bender Road to W Brown Deer Road)
- 1229-04-77
 - City Glendale, N Green Bay Road (STH 57 Intersection with N Range Line Road)

Work performed under the above projects consists of pavement reconstruction and expansion of IH 43; reconstruction and expansion of North Port Washington Road, reconstruction of Jean Nicolet Road, reconstruction, and expansion of the Union Pacific Railroad bridge (B-40-921) over IH 43, and a traffic mitigation project at STH 57 and Range Line Road. All phases of the projects are being performed as one Let project to stage construction in a manner that will alleviate traffic congestion and perform the reconstruction work in a means that is most beneficial to the traveling public.

Cost Share (10% Local Share / 90% State Share) per ss.84.295.

All City of Glendale water design, main relocation, inspection, construction management, and City operations of work associated with the relocation of existing City of Glendale water main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects listed above will be coordinated under Construction ID 1229-04-71.



The City of Glendale is taking advantage of the reconstruction of N Port Washington Road, Fairfield Court and Jean Nicolet Road to reconstruct their aging water facilities. As a result, not all the reconstruction/relocation of the water main is due to impacts by the IH 43 projects. Reimbursement for Design costs will be based on a construction cost percentage of 69.60% non-reimbursable (not impacted by the project), 30.40% reimbursable (impacted by the project).

The reconstruction/relocation of the City of Glendale will be completed by the City of Glendale prior to construction. The work to be performed prior to construction is the reconstruction/relocation of the water main, construction inspection, and construction management to be performed by the City of Glendale or their agents.

- The proposed water main on N Port Washington Road (STA 117PN+00 to STA 134PN+20) is impacted by the IH 43 project. Water main connections and the abandonment of the existing water mains to side street in this section are also included in the cost share to account for the geometric changes of the intersections and relocation of fire hydrants. This includes side street water mains on N Clovernook Lane, W Apple Tree Road, and W Daphne Road.

A State/Municipal Finance Agreement (SMFA) will be implemented to allow the Wisconsin Department of Wisconsin's (WisDOT) contractor to perform work for the City of Glendale during construction of all the IH 43 projects. The typical work to be performed during construction is water valve adjustment and hydrant relocation. Reimbursement for inspection, and construction management associated with this work will be performed by the City of Glendale or their agents and reimbursed 10% Local Share / 90% State Share) per ss.84.295 applied to the 1/3 reimbursable costs.

RECOMMENDATION:

Staff recommends the Common Council approve the Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Water Municipal Utility Agreement UA646 Utility ID 1229-04-48) for work associated with the relocation of existing City of Glendale water main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects.

ACTION REQUESTED:

Motion to approve the Wisconsin Department of Transportation State/Municipal Finance Agreement (SMFA) with the City of Glendale (Water Municipal Utility Agreement UA646 Utility ID 1229-04-48) for work associated with the relocation of existing City of Glendale water main facilities impacted by the proposed construction of the IH 43 North South Freeway Projects.

ATTACHMENTS:

1. [Agreement for Payment for Relocation or Replacement of Municipal Utility Facilities Located on Public Held Land Required by Freeway Construction](#)
2. [CITY OF GLENDALE – WATER MUNICIPAL UTILITY AGREEMENT UA646 UTILITY ID 1229-04-48](#)
3. [Construction Project ID: 1229-04-71 Utility ID: 1229-04-48 Cost Share \(10% Local Share / 90% State Share\) per §84.295](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Initial Review of 2023-2027 Capital Improvement Program

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Attached is a copy of the planned Capital Improvement Program (CIP) for the years 2023 through 2027. It is requested that you review the projects, particularly for the year 2023, in order that the final approval can be made and included in the projections for the 2023 Annual Program Budget. Please note that I have highlighted several projects or equipment with three possible colors which reflects if the item is:

- placed in a different year than previously approved,
- different dollar amount than previously approved or
- a new project or equipment.

The overall requested 2023-2027 CIP has a total revenue and expenditure amount of \$28.6 million as compared to the approved 2022-2026 CIP amount of \$26.7 million.

Revenues:

At this time, no use of American Rescue Plan Act (ARPA) funds is identified in the proposed CIP.

Regarding amount of property tax levy needed, the draft CIP identifies \$244,840 annually or \$1,224,200 for the 2023-2027 CIP. This compares to \$1,171,552 for the approved 2022-2026 CIP.

In prior years, the City attempted to keep the borrowing level (General Debt and Water Utility Debt) consistently under \$4 million each year with the General Debt Service staying at around \$2 million each year. This is not always feasible. You will note in 2023, the Police Station renovation project increases the overall level of borrowing above \$8 million.

Based up on your approval, engineering and design specifications will be prepared and various financing options will be reviewed with the City's financial advisor and bond underwriters. The final 2023 financing plan will be submitted to you for review and final approval in the second quarter of 2023.

Expenditures:

Similar to last year, the Public Works Department has identified their listing of projects to include regular

maintenance. This is to assist in the planning process for this and future years to ensure the City is able to fund and coordinate regular maintenance efforts.

In 2015, there was a significant change to the watermain replacement program to be able to replace watermain faster than it is failing. Due to the high amount of annual watermain breaks, the City had increased the replacement of watermain. City crews, on a five-year average, fix 30 breaks per year. With the except of 2023, the five-year average future spending on watermain replacement is \$1.47 million. In 2023, no planned watermain replacement (and no related street mill and overlay project) is requested due to Glendale's \$2.0 million share of street improvements associated with the I-43 project.

As initiated in 2020, the 2023 CIP includes ditching projects in addition to the annual maintenance costs. Ditching is funded by the Stormwater Utility. In the Stormwater Management Plan, the City Engineer has identified that many ditches have been fully filled in by dirt and sediment; therefore, the ditches are no longer functional and in need of maintenance. Funding for 2023 and for several future years will be reditching the Crestwood area.

In 2023, capital equipment requests from the Public Works Department includes the replacement of two snowplow trucks with wing, two pick-up trucks, and a riding mower.

The largest project in the 2023-2027 CIP is the requested 2023 renovation of the Police Department facility at a cost of \$5,000,000. The remaining Police Department's 2023 equipment program identifies replacements of squads (marked squads every 3 years), firearms and rifle sights.

Overall, the amount of 2023-2027 CIP funds requested of Glendale by the North Shore Water Commission, Bayside Communication Center, and North Shore Fire Rescue are \$2.7 million as compared to \$2.1 million for the 2022-2026 CIP. The most significant increase is due to the associated debt related to the construction of a replacement fire station in Glendale. At this time, staff is unable to make a determination on proper capital funding for library services, if any.

Staff requests your review of the CIP, as well as your input and direction as to the various policies/programs the City should consider in future years. Approving the 5-Year CIP will allow staff to determine the proper revenue source for the anticipated expenses in 2023. As always, this program is continually changing as funding sources change and needs are escalated.

RECOMMENDATION:

The purpose of the May 9 Common Council discussion is for department heads to present their CIP request (especially new requests) and for the Council to provide feedback to department heads. Consequently, the City Administrator and department heads will make applicable revisions and the 2023-2027 CIP will be placed on the May 23 Common Council agenda for further review and possible action.

ACTION REQUESTED:

For informational purposes only.

ATTACHMENTS:

1. [2023-2027 Capital Improvement Program](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Resolution Amending the 2022 Annual Program Budget.

FROM: Shawn Lanser, Deputy City Administrator

MEETING DATE: May 9, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	3.1

BACKGROUND/ANALYSIS:

Since 2018, Welcome To Glendale Executive Director had been involved with the 4th of July Celebration and Music in the Glen events. Starting in 2021, the City's plan was for Welcome to Glendale to take the lead in fundraising and promoting these community events.

Consequently, there was no 2021 or 2022 tax levy allocation, nor budgeted activity for these events in the City Budget. Discussions between the Mayor and Welcome to Glendale have resulted in the request to have the responsibility (including accounting) for 4th of July Celebration and Music in the Glen events moved back to the City of Glendale.

The attached budget amendment would transfer \$40,000 of General Fund contingency funds to the Events Fund. The amendment will also provide the Events Fund with budgeted revenues and expenditures of \$53,500 to financially account for the 4th of July Celebration and Music in the Glen events in 2022.

These changes make it necessary for the Council to approve a resolution amending the budget.

RECOMMENDATION:

The resolution does not change the overall expenses for the 2022 General Fund. It reallocates funding from the General Fund contingency account.

ACTION REQUESTED:

Motion to adopt a Resolution Amending the 2022 Annual Program Budget.

ATTACHMENTS:

1. [2022 Budget Amendment 1](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Review and authorize filling of Human Resources Director position

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: May 9, 2022

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:

Prior to the promotion of Rachel Safstrom to the City Administrator position, she served the Human Resources Director. Following her promotion, the position of Human Resource Director position was not refilled (since Ms. Safstrom held those skills and was able to continue to perform many of these responsibilities) but instead the City created the Payroll Benefit Specialist position.

Since January 2022 when Ms. Safstrom left employment with the City, the Payroll Benefit Specialist has performed many of the Human Resources Director duties.

Discussions have occurred between the Interim City Administrator, Deputy City Administrator and the future City Administrator regarding the needs of the city organization for human resources activities. The recommendation is to refill the Human Resources Director position. The current Payroll Benefit Specialist would be offered the Human Resources Director position.

The Payroll Benefits Specialist position is currently assigned to Pay Grade 10 and the vacant Human Resources Director position is assigned to Pay Grade 13 of the Classification Structure. In reviewing external salary survey information and reviewing internal comparables for the Human Resources Director position's responsibility, Pay Grade 13 is appropriate.

The current Payroll Benefits Specialist's salary is \$68,028 (Step 4 of Pay Grade 10) and has held this position since February 2017. It is anticipated that the promotion would result in an assignment to Step 5 of Pay Grade 13 (\$79,974), effective January 1, 2022 when she took on the additional duties and responsibilities. The budgetary impact in 2022 for the change is \$13,636 including salary and benefits.

RECOMMENDATION:

Staff recommends Council's authorization to fill the Human Resources Director position.

ACTION REQUESTED:

Motion to authorize the Interim City Administrator to fill the Human Resources Director position with retroactive pay to January 1, 2022.



5909 North Milwaukee River Parkway
Glendale, WI 53209

ATTACHMENTS:

1. [Updated Human Resources Director Job Description](#)
2. [City of Glendale 2022 Classification Structure for Non-Represented Employees](#)