

## CITY OF GLENDALE COMMON COUNCIL

### Meeting Minutes

July 24, 2023

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

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

Roll Call: Present: Mayor Bryan Kennedy, Ald. Tomika Vukovic, Jim Daugherty, John Gelhard, Phillip Bailey, and Steve Schmelzling. Absent: Ald. JoAnn Shaw.

Other Officials Present: Karl Warwick, City Administrator; Nathan Bayer, City Attorney; Mark Ferguson, Police Chief; John Fellows, Community Development Director; Charlie Imig, Director of Public Works; Mustafa Emir, City Engineer; Jessica Ballweg, Director of Human Resources; and Megan Humitz, City Clerk.

#### PLEDGE OF ALLEGIANCE.

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

#### OPEN MEETING NOTICE.

City Administrator Warwick advised that in accordance with the Open Meeting Law, the local news media was advised on Thursday, July 20, 2023, of the date of this meeting; that the Agenda was posted on the official bulletin board of City Hall, the Glendale Police Department, and the North Shore Library; that copies of the Agenda were made available to the general public in the Municipal Building and the Police Department; and those persons who requested, were sent copies of the Agenda.

#### PUBLIC COMMENT.

No public comment.

#### CONSENT AGENDA.

##### I. File No.

Adoption of Minutes of Meetings held on July 10, 2023 and Approval of Monthly Reports.

Motion by Ald. Gelhard, seconded by Ald. Vukovic, to Adopt the Minutes of Meeting held on July 10, 2023 and Approve Monthly Reports were approved. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

#### NEW BUSINESS.

##### II. File No.

Review of Proposed Utility Billing Cycle Modifications, Utility Bill Printing Options, and Water Utility Rate Adjustment Study

Administrator Warwick stated the City has been reviewing municipal operations to determine whether modifications in existing practices can provide operational efficiencies or can provide benefits to the residents and businesses in the City. The City, along with our water billing consultant, City Water, has been reviewing our utility billing operation and recommend the following modifications: place all utility billing customers on the same quarterly billing cycle, modify the utility billing mailing to provide for third party printing and print the utility bills within a secure envelope, and obtain a quote from City Water to perform a rate analysis for a possible submission to the PSC for a water rate adjustment.

Currently, the City bills (water/sanitary/storm) customers on a quarterly basis. The City is basically divided into four areas and each area is billed on a rotating monthly basis. Prior to utility billing software, this process was mostly too time consuming to bill the entire City on one cycle. With our meter reading and utility billing software, it is more efficient and transparent to complete the utility billing process City-wide in the same cycle. Currently, the income from the Utility does not align with the calendar year to provide transparent data such as water lost, billed pumpage and total

revenue. With this modification, the annual income for the Utility would align with the fiscal year for the Utility. The City would no longer have income that should have been booked in a previous year. With this change, the Utility will now be able to align the purchased water for a quarter and year to the billed amount of water for a quarter and year to accurately determine the non-revenue water for the Utility. Secondly, the Wisconsin Public Service Commission (who oversees the Water Utility) are requiring Utilities in Wisconsin, especially those with an Advanced Metering Infrastructure (AMI), like the one in Glendale, to have all customers billed at the same cycle so the PSC and the Utility have real data on non-billed (lost) water. The PSC is focusing on getting communities to reduce the non-revenue water to below 10%. To comply with this, the City would need to modify the Utility Billing cycles.

The City currently prints utility bills and mails them directly from the City Hall to residents and businesses. The utility bills are printed on a postcard. Staff is proposing to seek Request for Proposals for utility billing printing services. Staff is proposing this because it will reduce the staff time of printing and preparing utility bills by contracting with a company that only performs this service. It would also provide greater security by printing the sending the bills in a secure envelope. Finally, Glendale would be able to provide additional billing information, usage history and City service information on the larger bill. The third-party bill printing will include a full page (8.5x11-inch) bill with detachable portion for customers use include with bill payment. Staff is seeking direction as we would work towards planning on including this in the 2024 budget and the printing services would begin at that time.

The City of Glendale has not adjusted water utility rates in more than seven years. As a result, the Water Utility experienced a deficit in 2021, with anticipated deficits in 2022 and 2023. To seek an adjustment to the Water Utility rates, the Utility must file a conventional rate case application with the PSC. PSC staff will review the application and determine a new water rate. Staff is seeking feedback from the Common Council on our Utility Billing Contractor; City Water prepare a rate case to the PSC. City Water performs this service for numerous Wisconsin communities and has the template to do this efficiently. The cost to perform this service is \$15,500. It was also including a 10-year financial forecast project for both operating and capital expenses for the Water Utility. If the Common Council is interested in this, staff would draft an agreement for these services and bring it back for consideration. Keeping the City's water rates in line with operating and capital expenditures related to the Utility allows the City of Glendale to perform the necessary work to maintain a healthy water system. If the Common Council generally agrees with this approach, we will present a contract for service at the next meeting.

Motion by Ald. Daugherty, seconded by Ald. Schmelzling, to authorize staff to move forward with Citywide consolidated billing beginning September 2023 was approved. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

Motion by Ald. Daugherty, seconded by Ald. Schmelzling, to authorize staff to bring forward an agreement for utility bill printing beginning in 2024 was approved. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

Motion by Ald. Daugherty, seconded by Ald. Schmelzling, to authorize staff to bring forward an agreement with City-Water to perform a rate case with the PSC was approved. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

III. File No. \_\_\_\_\_  
Bid Results from the 2023 Traffic Calming Project

Glendale resident Mark Caballero, 6440 N Bittersweet Lane, raised questions regarding how the City determines which projects will be funded, as well as pointed out options used in other municipalities that appear to be large changes but are done at a lower cost, such as bump-outs and striping. He questioned if it would be an option for the City to test some of these options versus the more expensive route, and decide based on results. Ald. Vukovic raised a point that many of the items in the original bid have been included in the budget for five years, and were just pushed forward into the CIP plan. Ald. Vukovic also raised concern that if the temporary solutions don't work, it could be more costly to then have to do the original more expensive options after-the-fact. Ald. Schmelzling stated these concerns were originally raised due to citizen complaints on speeding and risky behavior, and that many options such as the lesser expensive ideas were also considered. Dr. Emir stated the bid received was unreasonable for the work being considered. If a new bid package were to be made available, it should include these bid items in a much larger project package, such as street

reconstruction, water mains, etc., which would make this type of project incidental, and it would be likely the new bids received would be more favorable prices. He also stated it would be possible to implement the resident's suggestions for the remainder of the summer and determine if the more cost-effective option is successful. The projects of similar nature in Whitefish Bay have had marginal costs and positive results and will in turn become permanent installations in the roadways. Administrator Warwick recommended bringing back quotes for striping and pushing the remaining projects into 2024. Ald. Daugherty expressed interest in having smaller projects done which are more successful per dollar and creating a list and plan to weight the various options.

Charlie Imig, Director of Public Works, stated the Common Council approved the 2023 Final Budget with \$100,000 for traffic calming projects. The funds were generally allocated to District 1 and 5. As a result of this, staff and our consulting engineers, met with Alderwoman Vukovic and Schmelzling to determine their priorities for this project. As a result of these meetings, a plan was developed. The general drawings of these projects were provided to Council, and the anticipated cost of these projects was approximately \$125,000. The bid results for 2023 Traffic Calming Project were also provided, and the estimated engineering design and construction inspection costs are in an addition to the bid results. LaLonde Contractors Base Bid for the project was \$162,086.42, and their total bid was \$189,851. Staff is providing the following alternatives for the project: reject all bids and direct staff to re-bid these items with a larger project to reduce unit costs, accept all bids and direct staff to use 2023 and 2024 traffic calming funds, or reduce the project scope to \$100,000 to fit within the 2023 budget.

Motion by Ald. Schmelzling to authorize staff to reject all bids, direct staff to obtain a proposal for the striping portion of the original bid, and to investigate placement of a temporary structure on Glendale Avenue. Motion failed for lack of a second.

Motion by Ald. Schmelzling, seconded by Ald. Vukovic, to authorize staff to reject all bids, direct staff to obtain a proposal for the striping portion of the original bid, and to place a temporary structure where the locations were noted in the original bid. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, and Schmelzling. Noes: None. Absent: Ald. Shaw. Abstain: None. Motion carried.

#### IV. File No.

##### No Parking Designation on North Sunny Point Road

Glendale resident Mark Caballero, 6440 N Bittersweet Lane expressed that while he understands the concerns for pedestrians and bicyclists, he does not believe removing parking from the street will make it safer. He stated he regularly uses the intersection, and the lanes are currently wider than the DOT standard. He feels that a better option than removing the parking, would be to narrow the lanes with painting, which would signal it is not a high speed street or intersection, and overall the traffic on the street needs to be slowed down. He also questioned if the parking prohibition will impact public access to the fish passage. Mayor Kennedy clarified the fish passage is being built by MMSD and overseen by the DNR, and is not intended for any public access. Ald. Daugherty stated the intersection has always been an issue, but believes that there are too many vehicles on the street making it dangerous for children on bikes and with the current construction passage can be challenging. He would like to see striping done on the road in addition to the parking prohibition. Ald. Vukovic raised the question on whether it would help if the road was striped, and parking was prohibited near the intersection itself. Chief Ferguson stated the danger to the road is the curve providing a bad sight line, making it difficult when there is one resident parking many cars on the curve, and believes eliminating parking on one side while eliminate the bottleneck. Administrator Warwick stated he would add the striping costs for the road to the CIP Plan.

Chief Ferguson stated Alderman Daugherty received a complaint from a resident concerned for pedestrian and bicyclist safety due to vehicles parking on the street and speeding on the curve on N. Sunny Point Rd. between W. Glen River Rd. and W. Fairfield Ct. Alderman Daugherty requested staff to recommend possible solutions. Staff recommends prohibiting parking on both sides of N. Sunny Point Rd. between W. Glen River Rd. and W. Fairfield Ct. Staff also recommends prohibiting parking on the west side of N. Sunny Point Rd. from W. Fairfield Ct. to W. Acacia Rd. to reduce any future traffic/parking issues with people visiting the fish passage. There have been no accidents or other traffic safety concerns associated with this stretch of roadway. The estimated cost for the DPW to purchase 13 no parking signs, 13 posts, and installation is \$3,722. Parking prohibition would need to be included in Schedule J of Glendale Ordinance 10.1.26.

Motion by Ald. Daugherty, seconded by Ald. Gelhard , to approve prohibition of parking on both sides of N. Sunny Point Rd. between W. Glen River Rd. and W. Fairfield Ct. and to prohibit parking on the west side of N. Sunny Point Rd. from W. Fairfield Ct. to W. Acacia Rd. at a cost of \$3,722.00, to amend Schedule J of the Glendale Ordinance 10.1.26, and to direct staff to provide a cost for striping on N. Sunny Point Rd. was approved. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

V. File No. \_\_\_\_\_

Cooperation Agreement with Milwaukee County for 2024-2026 for the Purpose of Securing Funds Under the HUD Community Development Block Grant Program

Administrator Warwick stated the Common Council and all Milwaukee County communities have been asked to consider adopting an agreement to enter into a three-year cooperation agreement with Milwaukee County to jointly work with Milwaukee County in securing Housing and Urban Development Community Block Grant Funding.

Motion by Ald. Gelhard, seconded by Ald. Daugherty, to approve the Cooperation Agreement with Milwaukee County for 2024-2026 for the purpose of securing funds under the HUD Community Development Block Grant Program was approved. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

VI. File No. \_\_\_\_\_

Authorization to Proceed with Special Events at Richard E. Maslowski Community Park

Administrator Warwick stated the 2023 Goals for the City included an item to create a business plan and initiate additional special events at Richard E. Maslowski Community Park. The City added these events with the continuation of Music in the Glen and Movies in the Park. This year we, added Touch a Truck, various one-man band performances, karaoke nights, car show and one big event, this weekend, Country Night. Various City events have food trucks, such as Music in the Glen, and the Fourth of July. Under the City Code, food trucks are required to obtain a permit from the City Clerk, however exceptions to that requirement exist. Based on the fact that the Common Council generally adopted the 2023 proposed goals in closed session and an exemption exists for “special events authorized by the common council”, Administrator Warwick authorized food trucks at some events without obtaining a license from the Clerk. This is done because securing food trucks is difficult even without having them pay a fee and submit paperwork. Also, food trucks that have done previous business with the City are exempt. All food trucks at Country Night have previously worked with the City at the Fourth of July or other events. As a result, it was the opinion of the City Administrator, confirmed by the City Attorney that food trucks are not required to obtain a permit from the City and pay the fee for City events at REM Park. Administrator Warwick anticipates possibly one more event this year, with food trucks, which is the upcoming Car/Corvette Show. A list of the existing and new events at REM Park for 2023, including a description of the acts, was provided to the Council.

Motion by Ald. Schmelzling, seconded by Ald. Bailey, to approve the List of Special Events at Richard E. Maslowski Community Park was approved. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

COMMISSION, COMMITTEE, BOARD, AND STAFF REPORTS.

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

CLOSED SESSION.

Motion by Ald. Gelhard, seconded by Ald. Daugherty, to convene in Closed Session per Wis. Stats. §19.85(1)(c) to consider the employment, promotion, compensation, or performance evaluation data of public employees over which the Council has jurisdiction or exercises responsibility (Review of Administrative and Financial Positions). Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Motion carried.

A closed session of approximately 31 minutes was held. The Council discussed the Review of Administrative and Financial Positions.

Motion by Ald. Daugherty, seconded by Ald. Gelhard, to reconvene to open session and regular order of business. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried unanimously.

ACTION ON CLOSED SESSION ITEMS.

No action was taken on closed session items.

ADJOURNMENT.

There being no further business, a motion was made by Ald. Bailey, seconded by Ald. Gelhard, to adjourn the meeting. Ayes: Vukovic, Daugherty, Gelhard, Bailey, and Schmelzling. Noes: None. Absent: Ald. Shaw. Motion carried and adjournment of the Common Council was ordered at 7:39 p.m., until Monday, August 14, 2023, at 6:00 p.m.

Megan Humitz  
City Clerk