

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, October 9, 2023

6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. Public Comment. Glendale residents, business owners, and property owners are invited to speak to the Council on items that are not on tonight's agenda but are within the City's ability to regulate or control.
3. Consent Agenda:
 - a) Adoption of Minutes: Meeting held on September 11, 2023
 - b) Approval: Accounts Payable
 - c) Review and Approval: Proclamation – Recognizing White Cane Safety Day on October 15, 2023 in the City of Glendale, Wisconsin
 - d) Review and Approval: Proclamation – Declaring October 2023 as Community Planning Month in the City of Glendale
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) Introduction: City Treasurer and Finance Manager Jialin Li.
 - b) Review and Approval: Proclamation - Declaring October as Pregnancy and Infant Loss Awareness Month and October 15, 2023, as Pregnancy and Infant Loss Awareness Day in the City of Glendale, Wisconsin.
 - c) Review and Approval: Appointing Emily Siegrist to the North Shore Health Department Dementia/Alzheimer's Consortium for a Two-Year Term
 - d) Review and Possible Action: Adoption of North Shore Fire Department 2024 Fees for Service
 - e) Review and Possible Action: Resolution - Allowing an option for member municipalities of the North Shore Fire Department an exception to the levy limits for charges for the North Shore Fire Department pursuant to 2005 Wisconsin Act 484.
 - f) Review and Possible Action: Resolution - to adopt Amendment 9 to the Amended and Restated North Shore Fire Department Agreement
 - g) Review and Possible Action: Resolution Establishing City Procedures for Securing Election Equipment, Systems, Software, and Data; and Restating City Enforcement of State Statutes Protecting Election Workers, Voters, and Polling Places

- h) Review and Possible Action: Authorization to Execute – Professional Services Agreement with Asterra for Water Leak Detection Services, not to Exceed \$23,000.
- i) Review and Possible Action: Authorization to Execute – Agreement with ABT for Utility Billing Printing and Mailing, not to Exceed \$13,600.
- j) Review and Approval: An Ordinance Amending Title 15, Chapter 6 “Regulation of Signs, Billboards and other Advertising Medium” changing the words “Plan Commission” to “Planning and Architectural Review Commission” of the Code of General Ordinances of the City of Glendale.
- k) Review and Approval: An Ordinance Amending Title 15, Chapter 6 “Regulation of Signs, Billboards and other Advertising Medium” amending the ordinance for clarification and the additional standards for digital billboards.
- l) Review and Possible Action: Cancellation of December 25th Common Council Meeting
- m) Review: 2024 Draft Budget Presentation

5. Adjournment.

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

*The Common Council of Glendale currently holds meetings in person at City Hall, or an alternative physical location as allowed by the City Ordinance. As a courtesy to citizens, Council meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the City cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously. The only way to guarantee the ability to offer public comment, or view the meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.

3A-3D
10/09/2023

CONSENT AGENDA

- a) [Adoption of Minutes: Meeting held on September 11, 2023](#)
- b) Approval: Accounts Payable
- c) [Review and Approval: Proclamation – Recognizing White Cane Safety Day on October 15, 2023 in the City of Glendale, Wisconsin](#)
- d) [Review and Approval: Proclamation – Declaring October 2023 as Community Planning Month in the City of Glendale](#)

SUBJECT: Introduction of City Treasurer and Finance Manager Jialin Li.

FROM: Karl Warwick, City Administrator

MEETING DATE: October 9, 2023

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:

Jialin Li was recently promoted to the Finance Manager position and recently appointed to the City Treasurer position. Jialin will be introduced to the City.

RECOMMENDATION:

No Action

ACTION REQUESTED:

No Action

ATTACHMENTS:

None

SUBJECT: Proclamation Declaring October 2023 as Pregnancy and Infant Loss Awareness Month and October 15, 2023 as Pregnancy and Infant Loss Awareness Day in the City of Glendale, Wisconsin.

FROM: Karl Warwick, City Administrator

MEETING DATE: October 9, 2023

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 Proclamation is to recognize and acknowledge those who have lost a child during pregnancy or infancy, and promote awareness and understanding.

RECOMMENDATION:

Approve the 2023 Proclamation.

ACTION REQUESTED:

Motion to approve the Proclamation Declaring October 2023 as Pregnancy and Infant Loss Awareness Month and October 15, 2023 as Pregnancy and Infant Loss Awareness Day in the City of Glendale, Wisconsin.

ATTACHMENTS:

1. [Proclamation Declaring October 2023 as Pregnancy and Infant Loss Awareness Month and October 15, 2023 as Pregnancy and Infant Loss Awareness Day in the City of Glendale, Wisconsin.](#)

SUBJECT: Appointments to North Shore Health Department Dementia/Alzheimer's Consortium

FROM: Bryan Kennedy, Mayor

MEETING DATE: October 9, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	2.4

BACKGROUND/ANALYSIS:

Please find enclosed a letter from Mayor Kennedy recommending appointments to the NSHD Dementia/Alzheimer's Consortium.

RECOMMENDATION: Review letter and take requested action.

ACTION REQUESTED: Confirm Mayor Kennedy's appointments.

ATTACHMENTS:

[Letter from Mayor Kennedy](#)

SUBJECT: Resolution Approving the 2024 North Shore Fire Department Fees for Service Schedule.

FROM: Karl Warwick, City Administrator

MEETING DATE: October 9, 2023

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

RECOMMENDATION:

Attached are the Resolution and the fee schedule for approval.

ACTION REQUESTED:

Motion to adopt the Resolution Approving the 2024 North Shore Fire Department Fees for Service Schedule.

ATTACHMENTS:

1. [Resolution](#)
2. [Fee Schedule](#)
3. [Memorandum from Chief Whitaker](#)
4. [Resolution for NS Municipalities - Signed](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Resolution Authoring an Exception to the Levy Limits for Charges for the North Shore Fire Department Pursuant to 2005 Wisconsin Act 484.

FROM: Karl Warwick, City Administrator

MEETING DATE: October 9, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§66.0602(3)(h)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

The Wisconsin State Statutes allows for the communities with a joint fire department to increase their tax levy equal to the expenditure increase for any given year. To be able to utilize this option, all seven municipalities would have to approve a resolution.

The Wisconsin Department of Revenue stated a resolution must be passed annually for any of the communities to utilize the option.

RECOMMENDATION:

Several of the communities, including Glendale, anticipate using this option for the 2024 tax year.

ACTION REQUESTED:

Motion to adopt the Resolution Authoring an Exception to the Levy Limits for Charges for the North Shore Fire Department Pursuant to 2005 Wisconsin Act 484.

ATTACHMENTS:

1. [Resolution](#)
2. [Memorandum from Chief Whitaker](#)
3. [Resolution Adopted by North Shore Fire Board of Directors](#)

SUBJECT: Amendment 9 to the North Shore Fire Service Agreement

FROM: Karl Warwick, City Administrator

MEETING DATE: October 9, 2023

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: North Shore Fire is proposing an amendment to the adopted agreement with the seven North Shore communities. A summary of the modifications is listed in the enclosed memorandum from Chief Whitaker. A redlined version of the changes is also enclosed.

RECOMMENDATION: Approve the Resolution adopting Amendment 9 to the North Shore Fire Agreement.

ACTION REQUESTED: Approve the Resolution adopting Amendment 9 to the North Shore Fire Agreement.

ATTACHMENTS:

1. [Glendale Resolution](#)
2. [North Shore Fire Adopted Resolution](#)
3. [Memorandum from North Shore Fire](#)

SUBJECT: Adoption of Single or Multi Year Capital Budget for Large Apparatus

FROM: Karl Warwick, City Administrator

MEETING DATE: October 9, 2023

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: North Shore Fire is proposing an amendment to the large apparatus capital and equipment schedule for payments for all communities in the North Shore Fire Agreement. Due to the increase in the cost of this equipment, this Resolution is being proposed to fund the cost of this equipment. This would create an annual fee schedule through 2028.

The North Shore Fire Board of Directors approved this Resolution.

RECOMMENDATION: Approve the Resolution adopting the Multi-Year Capital Budget.

ACTION REQUESTED: Approve the Resolution adopting the Multi-Year Capital Budget.

ATTACHMENTS:

1. [Glendale Resolution](#)
2. [North Shore Fire Adopted Resolution](#)
3. [Memo for North Shore Fire Board](#)
4. [Memorandum from North Shore Fire](#)

SUBJECT: Resolution Establishing Procedures for Securing Election Equipment and Restating Election Worker and Polling Place Protections.

FROM: Bryan Kennedy, Mayor

MEETING DATE: October 9, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	Chapter 5-12
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

The enclosed Resolution was prepared to establish procedures for the City to follow for securing election equipment, systems, and software. It also restates State Statutes for protecting election workers and polling places. Adopting this Resolution would further ensure Glendale's ability to hold an election not vulnerable to outside influences and vulnerabilities and to restate protections already in place for election workers and polling places that demonstrates Glendale's dedication to the protection of our election workers and polling places as a whole.

RECOMMENDATION:

Adopt the enclosed Resolution regarding election systems protections and restating election worker and polling place protections in State Statutes.

ACTION REQUESTED:

Adopt the Resolution establishing procedures for securing election equipment, systems and software and restating election worker and polling place protections in State Statutes.

ATTACHMENTS:

[Resolution](#)

SUBJECT: Water Utility – Leak Detection Services

FROM: Charlie Imig, Director of Public Works
Tom Nennig, City Water

MEETING DATE: October 9, 2023

FISCAL SUMMARY:

Budget Summary:	Operations and maintenance
Budgeted Expenditure:	\$23,000
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS:

The past two years, the water utility has experienced an increase in the amount of estimated background water leakage in the distribution system as reported on the Public Service Commission's (PSC) annual report. Every water distribution system has background leakage (undetected water main and/or service leaks that do not surface above ground). The industry goal is to keep the estimated background leakage below 5%.

In 2017, the estimated volume of unbilled water was approximately 5.85% of the volume of water purchased from the North Shore Water Commission. In 2021 and 2022 the estimated amount of background leakage increased to 17.51% and 15.47% respectively.

In 2017, the estimated dollar value of the water lost to undetected background leakage has been approximately \$124,659, in 2022 it was \$341,926. Estimated costs are based on the Utility's annual cost from the North Shore Water Commission for providing water to the City of Glendale.

The following pages include a proposal for Asterra to conduct a one-year leak detection survey of the City of Glendale. Asterra uses satellite technology that detects soil moisture resulting from treated water leaks, through the analysis of synthetic aperture radar (SAR). By analyzing the SAR data, Asterra will identify areas of the City that have the potential of a non-surfacing leak.

A leak detection crew will then focus on targeted areas of the city that have a high possibility of a subsurface water leak and conduct an acoustical survey of the area. This allows crews to focus on pinpointing suspected leaks as opposed to conducting an acoustical survey of the entire City to try and find the areas to try and pinpoint a leak. Included in the proposal is time for a leak detection crew from Asterra survey areas identified

by the SAR technology to pinpoint suspected water leaks. Listed below are the costs for the leak detection service.

Asterra Leak Detection Proposal	
Prevent	\$ 13,500.00
Leak Detection Crew 5 days	\$ 9,500.00
Total	\$ 23,000.00

Asterra is giving the City of Glendale a significant discount (\$21,000) to complete the scan of the City. If the work is completed at the same time Asterra completes the scans for the Milwaukee Water Works and other communities in the greater Milwaukee Area. The work is scheduled for fall of 2023.

Based on the cost of purchasing water from NSWC, if the leak detection survey identifies two average non-surfacing service leaks of 15,000 gpd each, the cost or survey will pay for itself within a year.

Asterra is a proprietor of this technology, which is more effective than other leak detection methods. Funds were not budgeted for this work, however with the recent submittal of the PSC reports staff became aware of the significant amount of water lost in this system and is recommending that action be taken this year to reduce lost was and reduce our costs.

RECOMMENDATION:

Authorize the City Administrator to execute an agreement for Professional Services for a Water Utility Leak Detection Survey not to Exceed \$23,000.00.

ACTION REQUESTED:

Authorize the City Administrator to execute an agreement for Professional Services for a Water Utility Leak Detection Survey not to Exceed \$23,000.00.

ATTACHMENTS:

1. [Asterra Proposal](#)

SUBJECT: Utility Bill Printing

FROM: Charlie Imig, Director of Public Works
Tom Nennig, City Water

MEETING DATE: October 9, 2023

FISCAL SUMMARY:

Budget Summary:	Operation/Maintenance
Budgeted Expenditure:	\$13,600
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

City and Utility staff currently print and mail post card sized Utility bills to customers on a quarterly basis. This was a common practice for Utility's decades ago; today is an out-of-date process for a community the size of Glendale. The past few years, the utility has received complaints regarding the size and lack of security with post card bills. It is the water utility's recommendation to upgrade the utility bills to a full-page bill that will allow additional information communicated to customers, and hire a printing firm to automate the printing, folding, and stuffing process for mailing of the utility bills.

Utility staff will process the bills and send an electronic file to the printing company to develop and mail the utility bill. This will allow staff to concentrate on additional tasks to improve regulatory compliance and customer service.

The Utility received three quotes to complete quarterly bill printing and mailing starting in December of 2023. Listed below is a comparison of the quotes and quarterly charge. Costs for this would start in 2024 and these costs are included in the Draft Budget. This cost includes postage.

Utility Bill Printing & Delivery

Company	# of Customers	Cost per bill	Group bills	Cost multiple bills	Quarterly Fee	Set up Fee	Pages
ABT	4,300	\$ 0.77	143	\$ 0.62	\$ 3,399.66	\$150	Double sided
Post Net	4,443	\$ 1.12			\$ 4,976.16		One sided
Clear Cut	4,443	\$ 0.75			\$ 3,332.25		One sided

Utility staff has worked with ABT in other communities to develop an electronic file format from the utility's billing system that will be emailed to ABT for printing and mailing. ABT is also printing the City's property tax bills this year and has been great to work with. Based on previous experience, a doubled sided bill presentment, and quarterly cost, its staff's recommendation to contract with ABT for bill printing and mailing.

RECOMMENDATION:

Authorize the City Administrator to execute an agreement with ABT for Professional Services for a Utility bill printing and mailing not to \$13,600.00. This cost includes postage, which is the majority of the cost of this new service.

ACTION REQUESTED:

Authorize the City Administrator to execute an agreement with ABT for Professional Services for a Utility bill printing and mailing not to exceed \$13,600.00.

ATTACHMENTS:

1. [ABT quote](#)
2. [PostNet quote](#)
3. [Clear Cut Print Solutions quote](#)

SUBJECT: Review and possible action regarding and ordinance amending Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media changing the words “Plan Commission” to “Planning and Architectural Review Commission.”

FROM: John S. Fellows, Community Development Director
Ken A. Smith, Planner

MEETING: Common Council

MEETING DATE: October 9, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 15.6

LAND DEVELOPMENT REFERENCE:

Land Use:	NA
Zoning:	NA
Target Investment Area:	NA

BACKGROUND/ANALYSIS:

On March 13, 2023, Common Council changed the name of the Planning Commission (PC) to the Planning and Architectural Review Commission (PARC). The Ordinance did not update Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media. The proposed ordinance is a simple ordinance change changing all references within 15.6 to refer to the newly named commission.

RECOMMENDATION:

Staff recommends Common Council approve the recommended ordinance.

ACTION REQUESTED:

To - Grant approval of an ordinance amending Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media changing the name of Planning Commission (PC) to the Planning and Architectural Review Commission (PARC)

ATTACHMENT:

[Attachments – Draft Ordinance](#)

SUBJECT: Review and possible action regarding and ordinance amending Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media amending the ordinance for clarification and the additional standards for digital billboards.

FROM: John S. Fellows, Community Development Director
Ken A. Smith, Planner

MEETING: Common Council

MEETING DATE: October 9, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 15.6

LAND DEVELOPMENT REFERENCE:

Land Use:	NA
Zoning:	NA
Target Investment Area:	NA

BACKGROUND/ANALYSIS:

Common Council has requested staff to modify the sign ordinance to allow for additional standards and regulations related to Digital Billboards. In addition to these changes the staff has taken the opportunity to correct grammatical issues and provide clarification language on several sections. In addition, staff has created language allowing corporate and institutional campus signage standards for directional signage for properties over 10 acres. We have had a number of requests for directional signs for larger campus and the current standard only allow for entry and exit signs and have a square footage amount that does not allow for readable multi line copy.

RECOMMENDATION:

Staff recommends Common Council approve the recommended ordinance.

ACTION REQUESTED:

To - Grant approval of an ordinance amending Chapter 15.6 Regulations of Signs, Billboards, and Other Advertising Media as indicated in the proposed ordinance.

ATTACHMENT:

[Attachments – Ordinance](#)

[Attachments – Red Line Text of Chapter 15.6.](#)

SUBJECT: December Schedule of Council Meetings

FROM: Karl Warwick, City Administrator

MEETING DATE: October 9, 2023

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:

Due to the holiday season, City Offices are closed December 25 and December 26. Due to the short work weeks and focus on tax collection, traditionally we have cancelled the second Council meeting in December.

RECOMMENDATION:

It is recommended that the December 25, 2023 Common Council meeting be cancelled. If necessary, the Mayor can schedule a special meeting.

ACTION REQUESTED:

Motion to cancel the December 25, 2023 Common Council meeting.

ATTACHMENTS:

1. None.