

CITY OF GLENDALE COMMON COUNCIL

Meeting Minutes

October 9, 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, Steve Schmelzling, Phillip Bailey, and JoAnn Shaw. Absent: None.

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; Kenneth Smith, Planner; Jialin Li, Finance Manager; 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, October 5, 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.

Glendale resident Chris Hemmerly, 6881 N Ironwood Lane, stated he resides near the Nicolet High School and interstate construction and has concerns regarding the increased engine braking of semi-trucks and construction vehicles. He expressed interest in having “no engine braking” signs posted in the area, and stated that in reaching out to WisDOT, he was informed by Tony Keegan that it is not Wisconsin policy to post signage regarding engine braking, and it is instead up to the municipality to post this signage and pass ordinances regarding this if necessary. Mayor Kennedy indicated staff will reach out to WisDOT and take the necessary steps to make this happen.

Ald. Vukovic stated she wanted to express her gratitude to the Department of Public Works and City staff for consistently addressing all of the WisDOT concerns residents have had quickly and adequately.

CONSENT AGENDA.

I. File No.

Adoption of Minutes of Meeting held on September 11, 2023, Approval of Accounts Payable, Approval of Proclamation Recognizing White Cane Safety Day on October 15, 2023 in the City of Glendale, and Approval of Proclamation Declaring October 2023 as Community Planning Month in the City of Glendale.

Motion by Ald. Bailey, seconded by Ald. Schmelzling, to Adopt the Minutes of Meeting held on September 11, 2023, Approve Accounts Payable, Approve a Proclamation Recognizing White Cane Safety Day on October 15, 2023 in the City of Glendale, and Approve a Proclamation Declaring October 2023 as Community Planning Month in the City of Glendale was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

NEW BUSINESS.

II. File No.

Introduction of City Treasurer and Finance Manager Jialin Li.

Administrator Warwick stated Jialin Li was recently promoted to the Finance Manager position and recently appointed to the City Treasurer position.

This item was for discussion purposes only. No action was taken.

III. File No.

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.

Administrator Warwick stated the provided Proclamation is to recognize and acknowledge those who have lost a child during pregnancy or infancy and promote awareness and understanding.

Motion by Ald. Vukovic, seconded by Ald. Daugherty, 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 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

IV. File No.

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

Mayor Kennedy stated the North Shore Health Department requested an appointment to the Dementia/Alzheimer's Consortium. He has recommended confirmation of Emily Siegrist for a two-year appointment.

Motion by Ald. Gelhard, seconded by Ald. Bailey, to confirm Mayor Kennedy's appointment of Emily Siegrist to the North Shore Health Department Dementia/Alzheimer's Consortium for a two-year appointment was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

V. File No.

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

Administrator Warwick stated the North Shore Fire Department annually adjusts their fees for service. It is required that at least five of the seven municipalities approve the new fee schedule, which was provided to Council.

Motion by Ald. Shaw, seconded by Ald. Schmelzling, to adopt the Resolution Approving the 2024 North Shore Fire Department Fees for Service Schedule was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

VI. File No.

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

Administrator Warwick stated the Wisconsin State Statutes allow for the communities with a joint fire department to increase their tax levy equal to the expenditure increase for any give year. To be able to utilize this option, all seven municipalities would have to approve a resolution. The Wisconsin Department of Revenue state a resolution must be passed annually for any of the communities to utilize the option. Several of the communities, including Glendale, anticipate using this option for the 2024 tax year.

Motion by Ald. Shaw, seconded by Ald. Daugherty, 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 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

VII. File No.

Amendment 9 to the North Shore Fire Service Agreement.

Administrator Warwick stated North Shore Fire is proposing an amendment to the adopted agreement with the seven North Shore communities. A summary of the modifications was provided by Chief Whitaker.

Motion by Ald. Shaw, seconded by Ald. Gelhard, to approve a Resolution adopting Amendment 9 to the North Shore Fire Agreement was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

VIII. File No.

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

Mayor Kennedy stated the provided 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.

Motion by Ald. Daugherty, seconded by Ald. Vukovic, to approve a 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 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

IX. File No.

Authorization to Execute – Professional Services Agreement with Asterra for Water Leak Detection Services, not to Exceed \$23,000.

Administrator Warwick stated for 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% respectfully. 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.

Asterra provided a proposal 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. 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.

Motion by Ald. Daugherty, seconded by Ald. Gelhard, to authorize the City Administrator to execute an agreement with Asterra for Professional Services for a Water Utility Leak Detection Survey not to Exceed

\$23,000.00 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

X. File No. _____

Authorization to Execute – Professional Services Agreement with ABT for Utility Billing Printing and Mailing, not to Exceed \$13,600.

Administrator Warwick stated 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. Council was provided with 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 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.

Motion by Ald. Bailey, seconded by Ald. Vukovic, to 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 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

XI. File No. _____

An Ordinance Amending Title 15, Chapter 6 "Regulation of Signs, Billboards and Other Advertising Medium" changing the words "Plan Commission" to "Planning and Architectural and Review Commission" of the Code of General Ordinances of the City of Glendale.

Administrator Warwick stated 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.

Motion by Ald. Shaw, seconded by Ald. Daugherty, to approve an Ordinance Amending Title 15, Chapter 6 "Regulation of Signs, Billboards and other Advertising Medium" changing the name of Planning Commission (PC) to the Planning and Architectural Review Commission (PARC) in the Code of Ordinances of the City of Glendale was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

XII. File No. _____

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.

Community Development Director, John Fellows, stated 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. Staff 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.

Motion by Ald. Shaw, seconded by Ald. Bailey, to postpone the Ordinance Amending Title 15 Chapter 6 “Regulation of Signs, Billboards and other Advertising Medium” of the Code of Ordinances of the City of Glendale to the October 23, 2023 Common Council meeting was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

XIII. File No. _____
December Schedule of Council Meetings

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

Motion by Ald. Shaw, seconded by Ald. Gelhard., to cancel the December 25, 2023 Common Council meeting was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: Ald. None. Abstain: None. Motion carried.

XIV. File No. _____
2024 Draft Budget Presentation

The Council reviewed the proposed 2024 City Budget. Administrator Warwick reviewed with the Council members the overall budget information. The City budget – general fund summary, special revenue funds, and debt service – was reviewed page by page, account by account. Department budgets were also reviewed. The public hearing on the 2024 Annual Program Budget is scheduled for November 13, 2023, which will also include approval of the Budget Resolution.

This item was for discussion purposes only. No action was taken.

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.

ADJOURNMENT.

There being no further business, a motion was made by Ald. Gelhard, seconded by Ald. Daugherty, to adjourn the meeting. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Motion carried and adjournment of the Common Council was ordered at 8:02 p.m., until Monday, October 23, 2023 at 6:00 p.m.

Megan Humitz
City Clerk