

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

This meeting is in person, but will be broadcast over Zoom

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AGENDA—COMMON COUNCIL MEETING

Monday, February 26, 2024

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 February 12, 2024
 - b) Approval: Monthly Reports
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) Review: North Shore Court – Uncollectable Debts
 - b) Review and Possible Action: Resolution – Recognizing February 2024 as Black History Month in the City of Glendale
 - c) Review and Possible Action: Resolution - Authorizing the Issuance and Establishing the Parameters for the Sales of Not to Exceed \$4,820,000 General Obligation Promissory Notes
 - d) Review and Possible Action: Approval – Detective Krenn to attend the National Computer Forensics Institute (NCFI) in Hoover, Alabama
 - e) Review and Possible Action: Approval – Spring Newsletter
 - f) Review and Possible Action: Appointment - Ray Carlson to the Planning and Architectural Review Board with a term expiring April 30, 2024
 - g) Review and Possible Action: Agreement - Tourism and Marketing Agreement with the North Shore Chamber of Commerce and Discover the North Shore
 - h) Review and Possible Action: Agreement with SafeBuilt Wisconsin, LLC for Permitting Software
 - i) Review and Possible Action: Recommendation of the Legislative, Judiciary & Finance Committee for Approval of an Application to Change Agent for Aldi #42, located at 6825 N Port Washington Road, Glendale, WI 53217
5. 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 for Staff and Administrator updates)

6. Closed Session: The Common Council will convene in Closed session pursuant to Wis. Stat. Sec. 19.85(1)(g), to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved, more specifically, the case Glendale vs. WE Energies, Public Service Commission Docket 6630-CC-237934.

The Common Council will convene in Closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) to deliberate concerning the acquisition of public properties, based upon competitive and bargaining reasons (Property Owned by the Village of Fox Point on Green Bay Avenue).

The Common Council will convene in Closed Session per Wis. Stats. §19.85(1)(c) to consider the employment, promotion, compensation, wage ranges or performance evaluation data of public employees, in all departments, (Administrative Position Wage Range and Compensation) over which the Council has jurisdiction or exercises responsibility.

7. Reconvene into Open Session and Regular Order of Business
8. Possible Action on Closed Session Items
9. 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-3B
2/26/2024

CONSENT AGENDA

- a) [Adoption of Minutes: Meeting held on February 12, 2024](#)
- b) [Approval: Monthly Reports](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Resolution Recognizing February 2024 as Black History Month in the City of Glendale

FROM: Tomika Vukovic, Alderwoman

MEETING DATE: February 26, 2024

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 Resolution is to recognize February 2024 as Black History Month and extend appreciation to our residents of African descent for their contributions to the City of Glendale and to the State of Wisconsin.

RECOMMENDATION:

Approve the 2024 Black History Month Resolution.

ACTION REQUESTED:

Motion to approve the Resolution Recognizing February 2024 as Black History Month in the City of Glendale, as presented.

ATTACHMENTS:

1. [2024 Black History Month Resolution.](#)

SUBJECT: Parameters Resolutions
FROM: Karl Warwick, City Administrator
MEETING DATE: February 26, 2024

FISCAL SUMMARY:

Budget Summary:	CIP Funding
Budgeted Expenditure:	NA
Budgeted Revenue:	\$4.8 Million

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS:

The proposed Parameters Resolution is structured to provide the necessary Common Council authorization for the issuance and sale of the Notes to fund the 2023 Capital Improvements previously completed. It has been the practice of the City to complete Capital Improvement projects and then borrow funds to “pay ourselves back”. The 2025 loan would fund the 2024 Capital Improvement Program. We have researched borrowing for two years to place ourselves in the traditional loan cycle, but the high interest rates do not make this option cost effective.

The Resolution includes the anticipated interest rate and the Principal payment schedule from 2025 and expiring in 2034. The actual payment schedule will be determined upon the closing of the loan. The payments are generally flat, with the general exception of slight variations to keep the City’s overall debt schedule as consistent as possible.

City staff has been working with Baird and Quarles and Brady regarding the borrow parameters and ensuring the City finalizes the correct financial disclosure to permit this type of borrowing. Being up to date on our financial disclosures, including our annual financial audit has made this process easier than in the past.

RECOMMENDATION: Approve the Parameters Resolution borrowing \$4.8 million to fund the 2023 Capital Improvement Program.

ACTION REQUESTED: Motion to approve the Resolution authorizing the Issuance and Establishing the Parameters for the Sales of Not to Exceed \$4,820,000 General Obligation Promissory Notes

ATTACHMENTS:

1. [Resolution](#)

SUBJECT: Out of State Training – Mobile Device Examiner

FROM: Mark Ferguson, Police Chief

MEETING DATE: February 26, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS:

Detective Krenn is our primary digital forensics investigator and has the opportunity to be selected to attend the Mobile Device Examiner course to be held at the National Computer Forensics Institute (NCFI) in Hoover, Alabama. This course is advanced training for cell phone and mobile device forensic analysis and extraction.

NCFI would pay for the training and all travel, lodging and food expenses. NCFI further provides related equipment to the Department, free of charge, upon successful completion of the course. There is no cost to the Department for this training.

If Detective Krenn is selected to attend this training, it would occur on either one of two dates: July 8th -25th or August 26th – September 12th.

RECOMMENDATION:

Staff recommends approval of Detective Krenn to attend the Mobile Device Examiner training being held in Hoover, Alabama.

ACTION REQUESTED:

Motion to approve Detective Krenn to attend the Mobile Device Examiner training being held in Hoover, Alabama.

ATTACHMENTS:

1. None



5909 North Milwaukee River Parkway
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SUBJECT: Review and Approval of Spring Newsletter

FROM: Megan Humitz, City Clerk

MEETING DATE: February 26, 2024

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 City publishes the newsletter three times a year. This is the Spring issue.

RECOMMENDATION:

Once approved, the newsletter will be printed and mailed to Glendale businesses and residents. In addition, the newsletter will be posted on the City's website and additional copies will be available for pickup at City Hall.

ACTION REQUESTED:

Motion to approve the content of the 2024 Spring Newsletter as presented.

ATTACHMENTS:

1. [Spring Newsletter.](#)

SUBJECT: Planning and Architectural Review Commission Appointment

FROM: Karl Warwick, City Administrator

MEETING DATE: February 26, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	2.4.4

BACKGROUND/ANALYSIS:

Ryan Atwood recently resigned from the Planning and Architectural Review Commission and Mayor Kennedy is recommended replacing this vacancy.

RECOMMENDATION:

Mayor Kennedy recommends the appointment of Mr. Ray Carlson to fill the vacancy ending April 30, 2024. Mr. Carlson has served on the Richard E. Maslowski and Citywide Special Events Committee since it was created last year. Mr. Carlson lives at 107 E Green Tree Road. He is currently a Senior Engineer currently working on U.S. Coast Guard new ship design and construction.

ACTION REQUESTED:

Motion to confirm the appointment of Mr. Carlson to the Planning and Architectural Review Commission.

ATTACHMENTS:

None.

SUBJECT: Membership Agreement with the North Shore Chamber of Commerce and Discover the North Shore

FROM: Karl Warwick, City Administrator

MEETING DATE: February 26, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS: On February 13, 2023, the Glendale Common Council approved a multi-year agreement with Welcome to Glendale for marketing and fundraising activities. Over the past six months, staff has been negotiating a revised and more expansive agreement with the North Shore Chamber of Commerce and Discover the North Shore, formally Welcome to Glendale on an agreement to include new terms on the payment of hotel tax dollars and the funding of financial audits that were the responsibility of the City, but never completed. It also includes fines that were required to be paid for years the City did not perform these tasks. The cost of this one-time payment is \$24,860.

Under the agreement, the City would agree to pay Discover the North Shore, four equal payments for their 35.17% share of hotel tax funds. This amount would be calculated by using the previous year's total revenue and dividing it by four. The quarterly payment would be adjusted by the new amount from the previous year. For differences in funds received from the previous year, the first quarterly payment of the next year would be adjusted by the difference. This payment approach is used in many cases across the State to provide the tourism entity with more timely and consistent funding.

Under State Statute, the City is required to pay a tourism entity 35.17% of all hotel tax dollars to be used on "tourism" expenses. If the Glendale hotel tax had been created after 1983, the City would be required to pay the tourism entity 70% of the hotel tax dollars. Understanding that the hotel tax dollars are an important piece of the City's revenue and that since Discover the North Shore receives approximately half the amount of other similar tourism entities, we are proposing a payment schedule that increases their percentage to 44.17% and 54.17% if hotel tax revenue exceeds certain amounts as listed in the agreement. The revenue amounts listed in the agreement are generally greater than the City receives in a calendar year.

RECOMMENDATION: Authorize Mayor Kennedy to execute a Tourism and Marketing Agreement with Discover the North Shore and the North Shore Chamber of Commerce.

ACTION REQUESTED: Authorize Mayor Kennedy to execute a Tourism and Marketing Agreement with Discover the North Shore and the North Shore Chamber of Commerce.

ATTACHMENTS:

1. [Tourism and Marketing Agreement with Discover the North Shore and the North Shore Chamber of Commerce](#)

SUBJECT: Consideration of approval of an agreement between SAFEbuilt Wisconsin, LLC and the City of Glendale regarding an amendment to professional services to add the additional services of permitting software.

FROM: Karl Warwick, City Administrator
John S. Fellows, Community Development Director

MEETING: Common Council

MEETING DATE: February 26, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

SUMMARY:

- The City of Glendale has been using the BSA building permit software for approximately 14 years. BSA has two newer versions.
- Staff has been reviewing options for internal efficiencies and expanded capabilities of the building permit software.
- Staff has been reviewing options for allowing online applications and payments.
- Staff reviewed 12 software options.
- Staff is recommending extending our service contract with SAFEbuilt Wisconsin LLC for such services as the accessibility and functionality will be better than our existing software and after the first year of services the cost savings will be approximately \$2,300 yearly.

BACKGROUND & ANALYSIS:

The City of Glendale began using BSA software approximately 14 years ago for a variety of functions. These functions included finance, utility billing, accounts payable, timecards, and building permits, among others. The current options from BSA for building permit processing is rather restrictive and inefficient.

In the past 10 years, building department software companies began to allow for on-line payments, on-line submissions and a many other features. The current software that the city subscribes to does not allow for such functions and upgrades in software products are required to get these options. Upgrading to allow for these functions can assist with minimizing delays in processing, errors, and allow applicant to check on status updates without needing to phone or email support staff. As a result of the limitations in the current software, \$25,000 was budgeted for a new building permit software program.

In 2023, staff began to review and analyze 12 different software options from 11 different solution companies. After reviewing these options and the costs, staff is recommending using the Community Core program. Community Core is currently being used by SAFEbuilt and permits must be entered into the city system (BSA) and into Community Core.

Below is a summary of BSA and Community Core and a summary of others.

BSA (Existing System)

- Current software is no longer being updated with new solutions.
- New solutions require a full upgrade system wide.
- Individual elements cannot be upgraded separately.
- BSA new solution would increase cost from \$2,300 annually to \$4,000 annually for their next step up with additional set up, and training cost, and require a complete transition of other elements increasing overall immediate cost. This next step option is only being offered to current customers and also has a phase out date in the near future.
- Moving to a third BSA software (cloud solution) will need to occur within the next 5-7 years (for all BSA components).

Community Core (Proposed System)

- \$5,000 cost for first year for setup and data transfer.
- No annual cost.
- No additional cost after 1st year.
- \$4,500 annual cost if the City chooses to keep the software option, but do not contract with Safebuilt.
- Online permit and payment submission, quicker assignment of permit applications.
- Easier functionality for staff within the system.
- Streamline review process at staff level minimizing the use of two systems. Having one system will reduce staff time for both the City and SAFEbuilt, allow for better reports, and allow access to all data points for both organizations.
- Customers will be able to create their own profile which will allow them to review and track the status of permits as needed.

Other software options

- Companies reviewed include the following: citizen serve, IworQ, Cloud Permit, Clear Gov, Smart Gov – Brightly Software, Tyler, Prolarum, and Viva Civic.
- The cost of these software options ranged from \$17,000 to \$50,000+ including data transfer, annual cost, etc.
- Many companies also have built in price increases in years 3 or 5 of the contract.
- Upon analysis of the various software each has a set of basic elements such as tracking, online submission etc. Many software programs have additional features that assist with plan review, and other activities which the city does not support in house, thus higher cost than needed.

RECOMMENDATION:

Staff is recommending approving an agreement with Safebuilt Wisconsin for implementation of Community Core Building Permit Software:

ACTION REQUESTED:

Motion To - Approve Amendment One Professional Service Agreement between the City of Glendale, Wisconsin and SAFEbuilt Wisconsin, LLC as presented.

ATTACHMENT:

[Attachments – Amendment One](#)

SUBJECT: Recommendation of the Legislative, Judiciary & Finance Committee for approval of an Application to Change Agent for Aldi #42, located at 6825 N Port Washington Road, Glendale, WI 53217.

FROM: Megan Humitz, City Clerk

MEETING DATE: February 26, 2024

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. The License requires an agent be named to be responsible for all sales. Aldi #42, located at 6825 N Port Washington Road, has requested a change of agent.

All background checks have been concluded by the City of Glendale 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 change of agent to A. Johnston.

ACTION REQUESTED:

Motion to approve the Application to Change Agent for Aldi #42, located at 6825 N Port Washington Road, Glendale, WI 53217.

ATTACHMENTS:

1. None.