

CITY OF GLENDALE COMMON COUNCIL

Meeting Minutes
February 26, 2024

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, Steve Schmelzling, and JoAnn Shaw. Absent: None.

Other Officials Present: Karl Warwick, City Administrator; Mark Ferguson, Police Chief; Jessica Ballweg, Deputy City Administrator; John Fellows, Community Development Director; 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, February 22, 2024, 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 Meeting held on February 12, 2024 and Approval of Monthly Reports.

Motion by Ald. Daugherty, seconded by Ald. Schmelzling, to Adopt the Minutes of Meeting held February 12, 2024 and Approve Monthly Reports was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

NEW BUSINESS.

II. File No.

North Shore Court – Uncollectable Debts

Administrator Warwick provided a brief synopsis regarding the previously adopted resolution for collection of uncollectable debts. Judge Lipscomb and Mary Bersch, Court Clerk, provided an overview of the progress of the debt and the records. While the debt amount is currently lower, it is a continually revolving number and debt is continually being put in, written off, and collected. In addition, if there is any partial payment on any outstanding debt, that debt will be maintained in the system for seven and not written off, even if the amount is very small.

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

III. File No.

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

Several Glen Hills Middle School students were present at the meeting to do literary work performances in the theme of “Black Arts.”

Mayor Kennedy stated the provided 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.

Motion by Ald. Daugherty, seconded by Ald. Vukovic, to approve the Resolution Recognizing February 2024 as Black History Month in the City of Glendale, as presented, was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

IV. File No.

Resolution – Authorizing the Issuance and Establishing the Parameters for the Sales of Not to Exceed \$4,820,000 General Obligation Promissory Notes

Administrator Warwick stated 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. Borrowing for two years to place ourselves in the traditional loan cycle has high interest rates and does not make this 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 worked with Baird and Quarles and Brady regarding the borrow parameters to ensure 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.

Motion by Ald. Bailey, seconded by Ald. Daugherty, 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 to fund the 2023 Capital Improvement Program was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

V. File No.

Out of State Training – Mobile Device Examiner

Chief Ferguson stated Detective Krenn is the primary digital forensics investigator and he 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.

Motion by Ald. Daugherty, seconded by Ald. Schmelzling, to approve Detective Krenn to attend the Mobile Device Examiner training being held in Hoover, Alabama was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VI. File No.
2024 Spring Newsletter

Administrator Warwick stated the City publishes the newsletter three times a year and this is the Spring issue. 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.

Motion by Ald. Schmelzling, seconded by Ald. Bailey, to approve the content of the 2024 Spring Newsletter as presented was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VII. File No.
Planning and Architectural Review Commission Appointment

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

Motion by Ald. Bailey, seconded by Ald. Shaw, to approve the confirmation of the appointment of Mr. Ray Carlson to the Planning and Architectural Review Commission was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VIII. File No.
Membership Agreement with the North Shore Chamber of Commerce and Discover the North Shore

Administrator Warwick stated 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 an agreement with the North Shore Chamber of Commerce and Discover the North Shore, formally 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. 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. The hotel tax dollars are an important piece of the City's revenue and since Discover the North Shore receives approximately half the amount of other similar tourism entities, a proposed payment schedule 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.

Motion by Ald. Vukovic, seconded by Ald. Shaw, to approve authorizing Mayor Kennedy to execute a Tourism and Marketing Agreement with Discover the North Shore and the North Shore Chamber of Commerce was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

IX. File No.

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

Community Development Director, John Fellows, stated 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. Staff is recommending approving an agreement with SAFEbuilt Wisconsin for implementation of Community Core Building Permit Software.

Motion by Ald. Bailey, seconded by Ald. Daugherty, to approve the Amendment One Professional Service Agreement between the City of Glendale, Wisconsin and SAFEbuilt Wisconsin, LLC subject to Attorney approval was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

X. File No.

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

Ald. Shaw stated 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. 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.

Motion by Ald. Shaw, seconded by Ald. Vukovic, to approve the Application to Change Agent for Aldi #42, located at 6825 N Port Washington Road, Glendale, WI 53217 was approved. Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

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. Daugherty, seconded by Ald. Schmelzling, to convene in Closed Session per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel for the City who will render oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved (Glendale vs WE Energies, Public Service Commission Docket 6630-CC-237934), per 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), and 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 over which the Council has jurisdiction or exercises responsibility (Administrative Position Wage Range and Compensation). Ayes: Ald. Vukovic, Daugherty, Gelhard, Bailey, Schmelzling, and Shaw. Noes: None. Absent: None. Motion carried.

A closed session of approximately minutes 61 was held. The Council discussed Glendale vs WE Energies, Public Service Commission Docket 6630-CC-237934, Property owned by the Village of Fox Point on Green Bay Avenue, and the Administrative Position Wage Range and Compensation.

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

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. Daugherty, seconded by Ald. Schmelzling, 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 7:59 p.m., until Monday, March 11, 2024, at 6:00 p.m.

Megan Humitz
City Clerk