

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

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AMENDED 5/11/2024

AGENDA—COMMON COUNCIL MEETING

Monday, May 13, 2024

6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. County Board Briefing: County Supervisor Anne O'Connor
3. Proclamation: Recognizing Mark Ferguson for Years of Service to the City of Glendale
4. 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.
5. Consent Agenda:
 - a) Adoption of Minutes: Meeting held on April 17, 2024
 - b) Approval: Accounts Payable
 - c) Approval: Proclamation for National Bike Month
 - d) Approval: Recommendation of the Legislative, Judiciary & Finance Committee - Application to Change Agent for Metro Market #876, located at 6969 N. Port Washington Road.
6. Public Hearing:
 - a) Zoning Map Amendment: 6655 N. Green Bay Ave. (Tax Parcel 134-9979-001) from R-7 Residential to B-4 Office-Research-Service Business
 - b) Review and Possible Action: - Zoning Map Amendment - 6655 N. Green Bay Ave. (Tax Parcel 134-9979-001) from R-7 Residential to B-4 Office-Research-Service Business
7. 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) Approval: Proclamation: Honoring Municipal Clerks Appreciation Week
 - b) Review: Petitioner's Notice of Taxation and Bill of Costs in an Amount not to Exceed \$8,566.45 for Robert Cronwell Versus the City of Glendale
 - c) Review: 2024 Snow and Ice Control Summary
 - d) Review: Communication from the Department of Public Works relating to the General Permit to Discharge Under the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit NO. WI-S061565-04 Road Salt Reduction Education and its Snow and Ice Control Operations
 - e) Review and Possible Action: Approval – Allocation of Funds for the 75th Anniversary Kick-Off Celebration on June 28th, 2024

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.

- f) Review and Possible Action: Appointment – Jeremy Triblett to the Police Commission with a Term to expire in 2027
 - g) Review and Possible Action: Participation in Milwaukee’s Juneteenth Parade
 - h) Review and Possible Action: Planned Development Agreement - for 4160 N. Port Washington Road, in a PD Planned Development District, Planned Mixed Use land use classification, Tax Key Numbers 242-1198-004 and 242-1198-003
 - i) Review and Possible Action: Certified survey map (CSM) for Bayshore Shopping Center Property Owner LLC located at 5800 Bayshore Drive, Tax Key Number 166-8012-000
 - j) Review and Possible Action: Certified survey map (CSM) for the Phoenix Glendale Industries Investors, LLC building, located at 5055 Lydell Avenue
 - k) Review and Possible Action: Recommendation of the Legislative, Judiciary & Finance Committee - Application for a Class “B” Beer Retailer License, and “Class C” Wine Retailer License Filed by Prime-Time Events, LLC for The Tap at The Yard, located at 5689 N. Bayshore Drive.
 - l) Review and Possible Action: Approval – Agreement with Rise Leadership for Professional Leadership Coaching Services for a 12-Month Period, not to exceed \$62,000
 - m) Review and Possible Action: Approval – Amendment with SAFEBuilt, Wisconsin, LLC
 - n) Review and Possible Action: Approval – Ratification and Approval of Agreement with Vandewalle & Associates, LLC
 - o) Review and Possible Action: Resolution - Declaration of Intent for Projects to be financed with Tax-Exempt Obligations
 - p) * Review and Possible Action: Resolution - Requesting a Review from the US Postal Service for A Single Unitary ZIP Code in the City of Glendale
 - q) Review and Possible Action: Ordinance - Pursuant to § 64c(4) of 2023 Wisconsin Act 73 to Opt-Out of Extended Closing Hours for Licensed Alcohol Premises During the Republican National Convention
8. 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)
9. Adjournment.

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

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SUBJECT: A Proclamation Recognizing Chief Mark Ferguson for his 39 Years of Service to the City of Glendale.

FROM: Bryan Kennedy, Mayor

MEETING DATE: May 13, 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 Proclamation recognizes and thanks Police Chief Mark Ferguson for his 39 years of exceptional service to Glendale.

RECOMMENDATION:

Approve the Proclamation.

ACTION REQUESTED:

Motion to approve the Proclamation Recognizing Chief Mark Ferguson for his 39 Years of Service to the City of Glendale.

ATTACHMENTS:

1. [Proclamation.](#)

4A-4D
5/13/2024

CONSENT AGENDA

- a) Adoption of Minutes: Meeting held on April 17, 2024
- b) Approval: Accounts Payable
- c) Approval: Proclamation for National Bike Month
- d) Approval: Recommendation of the Legislative, Judiciary & Finance Committee - Application to Change Agent for Metro Market #876, located at 6969 N. Port Washington Road.

SUBJECT: Discussion, consideration, and recommendation of a zoning map amendment by Dontia Holding Co., which may do business as Silver Spring Dental Spa LLC, to a B-4 Office-Research-Service District for the Silver Spring House at 6655 N. Green Bay Avenue, in an R-7 Residential District, Tax Key Number 134-9979-001.

FROM: Karl Warwick, City Administrator

MEETING: Common Council

MEETING DATE: April 13, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§§ 13.1.30 , 13.1.37

LAND DEVELOPMENT REFERENCE:

Land Use:	Single-family Detached Residential
Zoning:	R-7
Target Investment Area:	Green Bay Avenue & Mill Road

BACKGROUND:

The new landowner, Dontia Holding Co., is petitioning the City of Glendale to rezone from R-7 Residential to a B-4 Office-Research-Service Business District as the current R-7 Residential Zoning District does not allow the proposed use.

The structure on this site is the Milwaukee County [Landmark](#) historically and commonly known as the Silver Spring House. This Business Use would coincide with the rezoning and potential rehabilitation of this historic structure. Historically a bar and restaurant for more than a century, the restaurant first closed in February 2018, briefly reopened, then closed again 18 months later in October 2019. It was in bank receivership until Dontia Holding Co. purchased the property on October 24, 2023.¹

Dontia Holding Co. intends to do business as Silver Spring Dental Spa, LLC for a “private dental office that offers general dentistry, cosmetic dentistry, and health amenities.” The applicant aspires to create a “state of the art digital dental office equipped with three operatories, sterilization suite, staff kitchen and break area. There will also be health amenities, such as a steam shower, jacuzzi and sauna, for patients.”

¹Jeff Ramage, “Silver Spring House leaves behind rich history in Glendale,” *Milwaukee Journal Sentinel*, 20 February 2018; Jeff Ramage, “Silver Spring House will close (again),” *Milwaukee Journal Sentinel*, 4 October 2019.

ANALYSIS:

The proposed use would conform to the B-4 Office-Research-Service Business District as “Medical and dental offices and centers” are permitted uses in that district. Further, the proposed use conforms with the “commercial” designation in the [2040 Comprehensive Master Plan](#) (p. 34), with the goal of developing a “downtown” around N. Green Bay Avenue and W. Mill Road.

R-7 Residential Uses (§ 13.1.30), Current Zoning

- (1) Single-family detached dwellings.
- (2) Public parks.
- (3) Municipally owned buildings.
- (4) Customary home occupations engaged in by the occupant of a dwelling not involving the conduct of a business on the premises, including also a professional office when situated in the same dwelling occupied by such person as his or her private dwelling.
- (5) Accessory buildings and uses customarily incident to any of the above uses, including private garages. No accessory building shall be erected unless the main building to which the accessory building is an incidental use has been erected or will be erected simultaneously with said accessory building.

B-4 Office-Research-Service Business (§ 13.1.37), Proposed Zoning

- (1) Professional services and administrative offices.
- (2) General corporate headquarters offices.
- (3) Medical and dental offices and centers.
- (4) Research establishments.
- (5) Sales offices.
- (6) Financial, insurance and real estate offices.
- (7) Business and office equipment, supplies and services.
- (8) Restaurants: seated dining, full waiting service (no drive-through service).
- (9) Studios for photography, painting, music, sculpture, dance or other recognized fine arts.

Proposed Rezoning Schedule

- April 8 – Common Council referral to Planning and Architectural Review Commission and call for a public hearing.
- April 9 – Planning and Architectural Review Commission issue a recommendation.
- May 13 – Public Hearing and Common Council Decision

RECOMMENDATION:

Staff recommends the Common Council approve the rezoning of the 6655 N. Green Bay Avenue parcel from R-7 Residential to the B-4 Office-Research-Service Business District.

ACTION REQUESTED:

Motion to approve the rezoning of 6655 N. Green Bay Avenue from R-7 Residential to a B-4 Office-Research-Service Business District.

ATTACHMENT:

[Attachment – 6655 N. Green Bay Avenue – Zoning Map Amendment](#)

SUBJECT: Proclamation Honoring Professional Municipal Clerks
FROM: Karl Warwick, City Administrator
MEETING DATE: May 13, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

RECOMMENDATION: Adopt the attached Proclamation honoring Professional Municipal Clerks.

ATTACHMENTS:

1. [Proclamation](#)

SUBJECT: Petitioner's Notice of Taxation and Bill of Costs in an Amount not to Exceed \$8,566.45 for Robert Cronwell Versus the City of Glendale

FROM: Karl Warwick, City Administrator

MEETING DATE: May 13th, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	\$8,566.45
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	Wis. Stat. § 814.10(1),
Municipal Code:	

BACKGROUND/ANALYSIS: Under Court order, the City of Glendale is obligated to reimburse legal and other costs incurred for the case of Robert Cronwell Versus the City of Glendale. The amount required for reimbursement is listed and required to be paid.

This item is for informational purposes only.

RECOMMENDATION: None

ACTION REQUESTED: None

ATTACHMENTS:

1. [Petitioner's Notice of Taxation and Bill of Costs](#)

SUBJECT: Review of City 2023-2024 Snow and Ice Control Operations

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 13, 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 following is a recap of the 2023-2024 City snow and ice control operation season summary. The following are metrics from the season:

NUMBER OF EVENTS

- There were 8 snow and ice events that Public Works staff responded to this season. Compared to 16 events last season:
 - October 31, 2023 was the first snowfall and the last event occurred on March 23, 2024
 - 5 of the events were “full-scale”, which means that all 12 staff are called in to clear and treat the roads
 - Snow and Ice Control events typically last between 12 to 30 hours
 - 3 events were just salting operations, which means around 4 staff are initially necessary

ACCUMULATION

- The total season snow accumulation was approximately 32.50 inches in the City of Glendale
 - The average snowfall, prior to 2023/24 was 47.2 inches
 - This season resulted in fewer events; however, each one was more significant with some higher accumulations requiring full-scale plowing

BRINE AND SALT

- Approximately 122,651 gallons of brine were used as compared to 137,000 gallons last season
 - The average usage of brine per event during the 2023/24 winter season was ~15,400 gallons. Compared to an average event usage of ~8,600 gallons of brine for the 2022/23 season
 - This was the third full season using brine for anti-icing and the pre-wetting of road salt
 - The brine application vehicles drove a combined total of 2,590 miles this past season

- Approximately 1,000 tons of salt was used as compared to 1,500 tons last season.

MILES DRIVEN

- For 2023/24 a full-scale snow and ice control operation results in approximately 650 miles driven by all the operators
- The season totaled approximately 5,200 miles driven for the full-scale events

MAILBOX REPLACEMENTS

- As part of snow and ice operations, mailboxes are sometimes knocked down by the snow being pushed from the roads. Heavier, wetter snow makes this outcome more prevalent.
 - This season 3 mailboxes were reported as being knocked down, compared 14 to last season
 - The repairs resulted in the following totals:
 - Approximately 6 staff hours were reported for repairs totaling \$540
 - Supply costs totaled \$225
 - Vac truck, used to reset repaired/replaced mailboxes, totaled \$375

RECOMMENDATION:

For informational purposes

ACTION REQUESTED:

Informational purposes only

ATTACHMENTS:

N/A

SUBJECT: Communication from the Department of Public Works relating to the General Permit to Discharge Under the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit NO. WI-S061565-04 Road Salt Reduction Education and its Snow and Ice Control Operations

FROM: Charlie Imig, Director of Public Works

MEETING DATE: May 13, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	Chs. 283, NR 151 and 216
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

The City of Glendale has a General Permit to Discharge Under the Wisconsin Pollutant Discharge Elimination System (WPDES) Permit NO, WI-S061565-04. This permit also covers the Villages of Bayside, Brown Deer, Fox Point, River Hills, Shorewood, and Whitefish Bay. These municipalities are permitted to discharge storm water from all portions of the Municipal Separate Storm Sewer System (MS-4) owned or operated by the North Shore Group permittees to waters of the State in the following watersheds: Milwaukee River and Lake Michigan.

Under the *Storm Water Management Program* section of the North Shore Group WPDES permit, there is a requirement entitled *Group Public Education and Outreach Conditions*. This mandates that permittees shall implement a written public education and outreach program to increase awareness of how combined actions of human behavior influence storm water pollution and its effects on the environment. The public education and outreach program may incorporate cooperative efforts with other entities not regulated by this permit provide a mechanism is developed and implemented track results of these cooperative.

One of the *Public Education and Outreach Topics* is Snow and Ice Control. The description is to promote best management practices (BMPs) for snow and ice removal and inform specific audiences such as snow removal/deicing companies, private residences, industrial and commercial facilities, and residents about resources that provide further information on methods of reducing the application of chemical deicers while maintaining public safety.

The City currently sends out information via social media and website posts on the Permit required topics, such as: Illicit discharge detection and elimination, household hazardous waste disposal/pet waste management/vehicle washing, yard waste management/pesticide and fertilizer application, stream and shoreline management, residential infiltration, construction site and post construction storm water management, pollution prevention, green infrastructure/low impact development and snow and ice control.

Subsequently, Staff felt that it was beneficial to present to the Common Council an overview on pollutants of concern and the resources required to reduce pollutant loading. This includes efforts to reduce chloride pollution. We will also ask for the Common Council's involvement in permit compliance education efforts.

RECOMMENDATION:

For informational purposes

ACTION REQUESTED:

Informational purposes only

ATTACHMENTS:

1. Glendale Common Council Presentation

SUBJECT: Commemoration of the Vote to Establish Glendale as a City
FROM: Bryan Kennedy, Mayor
MEETING DATE: May 13th, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	\$1,000
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS: While Glendale was not incorporated as a city until December 1950, the referendum vote to incorporate was held on June 28, 1949. We will kick off our 75th anniversary series of events on June 28th of this year with a commemoration of the referendum vote to establish the city.

The event will be held at the Town of Milwaukee Town Hall. I am requesting the Common Council approval to make this an official city event and to allocate up to \$1000, if needed, for any publicity or expenses that might be incurred to make the event happen.

RECOMMENDATION: Designate the Anniversary of the Commemoration of the Vote to Establish Glendale as a City Event and allocate up to \$1,000 for the event.

ATTACHMENTS:

1. None

SUBJECT: Police Commission Appointment
FROM: Mayor Bryan Kennedy
MEETING DATE: May 13th, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	2.4

BACKGROUND/ANALYSIS:

Nicole Ford recently resigned from the Police Commission last week due to the commission conflicting with her role in the federal parole and probation office. I have interviewed several residents for the role.

I recommend appointing Jeremy Triblett to the Police Commission on Monday evening as he will fill out the remainder of the unexpired term. His commission appointment will expire April 30, 2027. He has been informed that his first meeting will be on Wednesday, May 15. Jeremy is the Prevention Integration Manager for Milwaukee County Health and Human Services. He and his wife have lived in Glendale since 2017.

RECOMMENDATION: Mayor Kennedy recommends the following appointment:
Police Commission expiring April 2027 - Jeremy Triblett

ACTION REQUESTED: Motion to confirm the appointment as presented.

ATTACHMENTS:

1. None

SUBJECT: Discussion regarding participation in Milwaukee's Juneteenth Parade

FROM: Tomika Vukovic, Alderwoman

MEETING DATE: May 13, 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:

Alderwoman Vukovic is requesting Common Council's consideration regarding the upcoming City of Milwaukee Juneteenth Observation/Celebration.

Juneteenth is observed on June 19th each year commemorating the emancipation of enslaved African Americans back in 1865.

In the past, Glendale officials have participated in the parade.

Alderwoman Vukovic is also requesting authorization of \$500 for parade fees and parade candy.

RECOMMENDATION:

Approval of \$500 for the parade entry fee and parade candy.

ACTION REQUESTED:

Approval of \$500 for the parade entry fee and parade candy.

ATTACHMENTS:

None.

SUBJECT: Discussion and consideration of a proposed amendment to the Development Agreement at 4160 N. Port Washington Road by Beerline Crossing LLC, in a PD Planned Development District, Tax Key Numbers 242-1198-004 and 242-1198-003.

FROM: Karl Warwick, City Administrator

MEETING: Common Council

MEETING DATE: May 13, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§§ 13.1.39 ; Title 13, Article D – PD Planned Unit Development District

LAND DEVELOPMENT REFERENCE:

Land Use:	Commercial Office and Professional Services, Warehousing
Zoning:	PD Planned Development
Target Investment Area:	Near the Glendale Technology Center

BACKGROUND:

Beerline Crossing LLC, the owner of the properties at 4160 N. Port Washington Road, has an interested buyer with purchase contingent upon rezoning of the parcel for a compatible use beyond what has been approved in the current Development Agreement. The buyer desires “uses” consistent with the M-1 Warehouse, Light Manufacturing, Office and Service District. To facilitate the most expeditious rezoning, the applicant and buyer wish to amend the Development Agreement to permit “uses” allowed in the M-1 District on the parcel (Section [13.1.39](#), Glendale Code). With this action, the uses on this property would be consistent with the approved uses prior to the zoning map amendment for this property for the META House.

The Planning and Architectural Review Commission (PARC) determined the amendment to be a Minor pursuant to Section 13.1.55(c), Glendale Code of General Ordinances and as a result, if the Common Council approves the amendment, the process will be complete, and the Planned Development Agreement would be fully approved.

FURTHER BACKGROUND: The Common Council at its [meeting on April 10, 2023](#) approved a general development agreement and rezoning of this parcel to a PD Planned Development District for prospective property buyer, Meta House, a 501(c)(3) nonprofit dedicated to treating women with substance abuse challenges. The PARC at its [meeting on May 2, 2023](#) recommended the Common Council approve Meta House's Development Agreement with the City. Meta House later requested a delay of Common Council consideration of the Development Agreement and finally, informed the City it was no longer seeking purchase of the property, after all zoning changes were approved.

ANALYSIS:

The proposed uses are consistent with the historically uses of the property and corresponds to the [Glendale 2040 Comprehensive Master Plan](#). The parcel is also near the Glendale Technology Center target investment area described on pages 36 to 38 in the 2040 Plan.

Regarding major and minor Development Agreement amendments, Section 13.1.55(c), Glendale Code of General Ordinances, relates to recording and implementation of Development Agreement. That subsection specifies:

“Any subsequent change of use of any lot or parcel of land or addition or modification of the plans shall first be submitted for approval to the plan commission and if, in the opinion of the plan commission, such change or modification constitutes a substantial alteration of the original plans, the procedure provided in sections 13.1.53 and 13.1.54 above and, in this subsection, shall be required before the use is changed or the plans modified. If, in the opinion of the plan commission, such change or modification does not constitute a substantial alteration of the original plans and if such change or modification is recommended by the plan commission, the change or modification may be made with the approval of the common council.”

RECOMMENDATION:

Staff recommend the Council approve the Development Agreement as amended.

ACTION REQUESTED:

Motion to approve the amendment to the Development Agreement, and direct staff to effectuate the Development Agreement as amended.

ATTACHMENT:

[Attachment – 4160 N. Port Washington Road](#)

[Attachment – 4160 N. Port Washington Road – Amended Development Agreement](#)

SUBJECT: Review and Possible Action - Certified survey map (CSM) for Bayshore Shopping Center Property Owner LLC located at 5800 Bayshore Drive, Tax Key Number 166-8012-000

FROM: Karl Warwick, City Administrator

Meeting: Common Council

MEETING DATE: May 13, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 14

BACKGROUND

Bayshore Mall is requesting approval of a CSM to create a separate parcel for the property located on the southeast corner of Silver Spring and Bayshore Drive. The property is currently occupied by Crumbl Cookie and First Citizens Bank.

ORDINANCE ANALYSIS

CSM requires a recommendation from the Planning Commission to the Common Council, which at such time the Common Council is required to provide formal approval.

STAFF REVIEW

Staff, the Planning and Architectural Review Commission and the City's consulting engineers, Clarke Dietz have reviewed the CSM and recommend approval.

RECOMMENDATION:

Staff recommends the Common Council approve the Certified Survey Map.

ACTION REQUESTED:

Motion - Approve the Certified Survey Map to the Common Council.

ATTACHMENTS:

1. [CSM Approval](#)
2. [CSM Attachments](#)

SUBJECT: Review and Approval of a certified survey map (CSM) for the Phoenix Glendale Industries Investors, LLC building, located at 5055 Lydell Avenue

FROM: Karl Warwick, City Administrator

Meeting: Common Council

MEETING DATE: May 13, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	Title 14

BACKGROUND:

The City of Glendale previously approved a Development Agreement with Phoenix Investment Group. The Development Agreement specifies that the northern and southern buildings will be located on two different parcels once the buildings are physically separated. The proposed CSM would create two parcels for these properties per the development agreement. 5055 Lydell would remain with an address to be determined for the north building.

ORDINANCE ANALYSIS

CSM requires a recommendation from the Planning Commission to the Common Council, which at such time the Common Council is required to provide formal approval.

STAFF REVIEW

Staff, the Planning and Architectural Review Commission and the City's consulting engineers, Clarke Dietz have reviewed the CSM and recommend approval.

RECOMMENDATION:

Staff recommends the Common Council approve of the Certified Survey Map to the Common Council.

ACTION REQUESTED:

Motion - Approve of the Certified Survey Map to the Common Council.

ATTACHMENTS:

1. [CSM Application](#)
2. [CSM Attachment](#)

SUBJECT: Recommendation from Legislative, Judiciary & Finance Committee to Approve the Application for Class “B” Beer Retailer License, and “Class C” Wine Retailer License Filed by Prime Time Events, LLC for The Tap at The Yard, located at 5689 N Bayshore Rd.

FROM: Megan Humitz, City Clerk

MEETING DATE: May 13, 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. All other licenses have been approved for the current location and all background checks have been concluded by the City of Glendale Police Department.

The Legislative, Judiciary & Finance Committee held a meeting on May 13, 2024. The Legislative, Judiciary & Finance Committee recommended the approval of a Class “C” Beer Retailer License, and “Class C” Wine Retailer License filed by Prime Time Events, LLC for The Tap at The Yard, located at 5689 N Bayshore Rd.

Prime Time Events, LLC for The Tap at The Yard, meets all the statutory requirements to be issued a Class “B” Beer and “Class C” Wine license. Proposed agent, N. Marking, was approved by the 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 Class “B” Beer Retailer License, and “Class C” Wine Retailer License.

ACTION REQUESTED:

Motion to approve the Class “B” Beer Retailer License, and “Class C” Wine Retailer License Filed by Prime Time Events, LLC for The Tap at The Yard, located at 5689 N Bayshore Rd.

ATTACHMENTS:

None.

SUBJECT: Professional Leadership Coaching Services
FROM: Karl Warwick, City Administrator
MEETING DATE: May 13, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	\$31,000
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS: Numerous organizations and local municipalities have been providing leadership coaching opportunities to certain management employees. I feel that this training will help ensure our leaders build awareness in their positions and continue to grow in their positions. After interviewing several leadership companies specializing in local governments, Mayor Kennedy and I are recommending Rise Leadership. They serve many municipalities and other governmental units in Wisconsin.

Rise Leadership equips leaders with the tools to build their ideal careers. Under this program, five managers and the City Administrator will receive 60 to 90 minutes of coaching twice per month. Half of the expense will be paid in 2023, with the remainder in 2024. The funds for 2024 will come from lower than anticipated financial services agreement contract and from a number of open staff positions that have not been filled. The remaining costs would be placed in the 2025 Budget.

RECOMMENDATION: Approve the Agreement with Rise Leadership for Executive Coaching Services, not to exceed \$62,000.

ACTION REQUESTED: Approve the Agreement with Rise Leadership for Executive Coaching Services, not to exceed \$62,000.

ATTACHMENTS:

1. [Executive Coaching – Platinum Partnership Agreement](#)

SUBJECT: Amendment 2 – Professional Services Agreement with SAFEbuilt, Wisconsin, LLC
FROM: Karl Warwick, City Administrator
MEETING DATE: May 13, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	3.1.10 (c) 1

BACKGROUND/ANALYSIS: City staff have traditionally approved/issued permits for items related to zoning, such as fences, decks, signs, and sheds. Staff has also reviewed zoning items of development projects such as setback, building heights, and lot coverage. With changes in City Staff, we are recommending approval of Amendment 2 to the Safebuilt Agreement for the plan review and issuance of permits related to zoning.

Our existing agreement provides payment to Safebuilt based on a percentage of the permit fees. The enclosed amendment would pay them an hourly rate to review, and issue permits with a zoning component. The hourly rate is \$110 per hour. With Safebuilt's expertise in plan review, it is staff's current plan to maintain this workflow. Staff does not have an estimate on the number of hours here, as it was a component of a position.

This agreement has been executed after approval by Mayor Kennedy and the Council President under emergency circumstances in the City's purchasing policy. Safebuilt has already begun performing these services since permits requiring zoning review are awaiting plan review.

RECOMMENDATION: Ratification and approval of Amendment Two, Professional Services Agreement Between City of Glendale and SAFEbuilt Wisconsin, LLC.

ACTION REQUESTED: Ratification and approval of Amendment Two, Professional Services Agreement Between City of Glendale and SAFEbuilt Wisconsin, LLC.

ATTACHMENTS:

1. [Amendment Two, Professional Services Agreement Between City of Glendale and SAFEbuilt Wisconsin, LLC.](#)

SUBJECT: Ratification and Approval of Agreement with Vandewalle & Associates, Inc.
FROM: Karl Warwick, City Administrator
MEETING DATE: May 13, 2024

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	3.1.10 (c) 1

BACKGROUND/ANALYSIS: The City of Glendale provides community development services that includes two primary functions; community development and permit management services. Due to staffing changes, the City does not have the capability to manage these two operational areas effectively. The community development component manages the development process, including discussions with developers, site plan review, zoning review and ensuring all steps in the development process are effectively completed. The permit management portion includes answering general zoning questions, reviewing zoning aspects of permits, managing floodplain information, and issuing/approving the zoning portion of the permit.

The City interviewed companies to provide community development services, after the resignation of the Community Development Director. Under this, a firm would complete these tasks under an agreement. This allows the City to only use the services necessary and to have the costs of these services paid by developers seeking action from the City. The enclosed agreement with Vandewalle includes these services at an hourly rate, based on the employee performing the service. Vandewalle provides similar services for other municipalities in the region and in the North Shore. It's staff's goal to continue this arrangement long-term.

Vandewalle will also provide permit management services under this agreement by answering permit questions, performing floodplain management, doing zoning inquiries, and directing customers to the appropriate resources, if necessary. They will not be issuing these permits. The issuance of permits will be completed by Safe Built, the City contractual building inspection firm (under a separate agreement in the agenda).

The cost of the agreement is unknown as it will be billed at an hourly rate. The costs will be offset by not replacing a Community Development position and because the Planner position is currently not filled. A budget amendment will be presented later to re-allocate expenses from staffing to contractual.

This agreement has been executed, with written approval of the Mayor and Council President because an emergency was declared because the City was not able to effectively provide community development and permit coordination without these services. The agreement includes a 7-day termination clause if the City elects to move in another direction.

Staff's plan is to replace the Planner position, so the permit management services are proposed to be temporary.

RECOMMENDATION: Ratification and approval of a Community Development and Planning Services Agreement with Vandewalle Associates, Inc.

ACTION REQUESTED: Ratification and approval of a Community Development and Planning Services Agreement with Vandewalle Associates, Inc.

ATTACHMENTS:

1. [Agreement for Glendale Consulting Services](#)

SUBJECT: Reimbursement Resolution
FROM: Jialin Lee, Finance Manager
MEETING DATE: May 13th, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS:

The enclosed Resolution designates the Finance Manager/Director as the authorized and designated official representing the City to authorize the use of tax-exempt bond proceeds for reimbursement of capital projects expenditures of the City.

Federal tax-exempt obligation regulations require official intent to be declared and approved by the governing body, as it relates to the use of the proceeds of tax-exempt bond offerings to finance previously expended funds for reimbursements related to capital initiatives in the City.

This Resolution must be adopted to permit the City to use tax-exempt bonds for borrowing for capital improvement projects completed prior to borrowing, which has historically been our practice. This Resolution is required to be adopted once, with paperwork maintained by the City's Finance Manager/Director in future years.

RECOMMENDATION:

Adopt the resolution to designate the Finance Manager/Director as the authorized and designated official representing the City to authorize the use of tax-exempt bond proceeds for reimbursement of capital projects expenditures of the City.

ACTION REQUESTED:

Adopt the resolution to designate the Finance Manager/Director as the authorized and designated official representing the City to authorize the use of tax-exempt bond proceeds for reimbursement of capital projects expenditures of the City.

ATTACHMENTS:

1. [Resolution](#)

SUBJECT: Resolution - Requesting a Review from the US Postal Service for A Single Unitary ZIP Code in the City of Glendale

FROM: May, Bryan Kennedy

MEETING DATE: May 13th, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	NA

BACKGROUND/ANALYSIS: Please find enclosed a letter to the United States Postmaster General advocating for a Glendale specific zip code and a Resolution doing the same.

RECOMMENDATION: Adopt the Resolution requesting a Review from the US Postal Service for A Single Unitary ZIP Code in the City of Glendale.

ACTION REQUESTED: Adopt the Resolution requesting a Review from the US Postal Service for A Single Unitary ZIP Code in the City of Glendale.

ATTACHMENTS:

1. [Resolution](#)
2. [Letter](#)

SUBJECT: Opt-Out of Extended Closing Hours for Licensed Alcohol Premises During the Republican National Convention

FROM: Karl Warwick, City Administrator

MEETING DATE: May 13, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	§ 64c(4) of 2023 Wisconsin Act 73
Municipal Code:	NA

BACKGROUND/ANALYSIS: The state legislature passed a law permitting bars stay open until 4 a.m. during the Republican National Convention. Local municipalities have the option to “opt-out” if they desire. Approval of this ordinance would direct Glendale to opt out of the extended hours and keep the traditional 2:00 AM bar hours.

The Republican National Convention will be hosted in Milwaukee from July 15-18, 2024. The Village of Shorewood and Brown Deer have passed a similar ordinance to opt-out of the extended hours. If the ordinance is not approved, establishments will be eligible for extended hours to 4:00 a.m. Many of the Glendale hotels will be occupied by officials at the Republican National Convention and Glendale bars will be a destination for these officials. Traditionally, RNC meetings will conclude after 11:00 PM and officials will traditionally have events at local establishments past 2:00 AM.

RECOMMENDATION: Staff discussed this ordinance with police officials and Discover the North Shore and do not recommend approval of this ordinance.

ACTION REQUESTED: Do not approve the enclosed ordinance.

ATTACHMENTS:

1. [Ordinance](#).