

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

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AGENDA—COMMON COUNCIL MEETING

Monday, August 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 July 22, 2024
 - b) Approval: Monthly Reports
 - c) Approval: Accounts Payable
 - d) Authorization: National League of Cities Attendance for Mayor Kennedy and one City Alder, not to exceed \$5,000
4. Public Hearing:
 - a) Amendment to the Planned Development District (PD) Zoning: 2510 West Good Hope Road, Tax Key Parcels 100-998-4002, 100-998-4005, 100-998-4004 and 100-998-4003 for a Multi-Family Development Project
 - b) Review and Consideration: Recommendation for approval of a General Development Plan for an Amendment to the Planned Development District (PD) zoning at 2510 West Good Hope Road, Tax Key Parcels 100-998-4002, 100-998-4005, 100-998-4004 and 100-998-4003 for a Multi-Family Development Project
5. 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 and Possible Action: Adoption – 2025, 10 - Year Capital Improvement Plan
 - b) Review and Approval: Fall Newsletter
 - c) Review and Possible Action: Adoption – 2025 Budget Schedule
 - d) Review and Approval: School Resource Officer Shared Services Agreement - with Nicolet

Union High School for 2024/25 in the amount of \$93,962.67

- e) Review and Approval: Change Order – Wolf Paving on the Road Resurfacing Agreement for Pavement Patching Services, not to Exceed \$100,000.
- f) Review and Approval: Change Order – MJ Construction, Inc. on the Private Property Infiltration and Inflow (PPII) Reduction Program for additional service lateral replacements, not to exceed \$106,650.
- g) Review and Approval: Authorization to Execute - Five Year Subscription Agreement with Axon for Police Body and Squad Camera systems, not to Exceed \$363,088
- h) Review and Possible Action: Authorization to Execute – Agreement with Century Fence Company for the 2024 Port Washington Fence Project, not to Exceed \$147,640
- i) Review and Possible Action: Authorization to Execute - State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 2090-07-01/71, Silver Spring, N 27th Street to Milwaukee River
- j) Review and Possible Action: Authorization to Execute - State/Municipal Finance Agreement (SMFA) for a State-Let Highway Project ID: 2565-03-03/23/73, Green Bay Avenue, Fairlane to Teutonia
- k) Review and Possible Action: Authorization to Execute - State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 2565-03-73, Green Bay Avenue, Fairlane to Teutonia
- l) Review and Possible Action: Amendment to a Development Agreement - Chick-fil-A at 5201 North Port Washington Road to Permit up to Two Accessory Design Structures, Tax Key Parcel 196-900-0002
- m) Review and Possible Action: Easement Agreement – With 1717 W Civic Drive, LLC 1717 W. Civic Drive for a municipal-Owned Sidewalk
- n) Review and Possible Action: Easement Agreement – With 1717 W Civic Drive, LLC 5820 N. Green Bay Drive for a Municipal-Owned Sidewalk
- o) Review and Possible Action: Easement Agreement – With Glendale Holding, LLC 7156 N. Green Bay Drive for a Municipal-Owned Sidewalk
- p) Review and Possible Action: Easement Agreement – With Henry N McNally 4640 N. River Park Blvd for a Municipal-Owned Water System
- q) Review and Possible Action: Easement Agreement – With Craig Kurtz 1012 W. Eula Court for a Municipal-Owned Water System

6. 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)

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.

7. Adjournment.

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3A-3B
8/26/2024

CONSENT AGENDA

- a) [Adoption of Minutes: Meeting held on July 22, 2024](#)
- b) [Approval: Monthly Reports](#)
- c) [Approval: Accounts Payable](#)
- d) [Authorization: National League of Cities Attendance for Mayor Kennedy and one City Alder, not to exceed \\$5,000](#)

SUBJECT: Public Hearing for an Amendment to a Planned Development (PD) Zoning at 2510 Good Hope Rd. for New Land Enterprise

FROM: Meredith Perks, City Planner, Vandewalle & Associates

MEETING: Common Council, Public Hearing

MEETING DATE: August 26, 2024

STATUTORY REFERENCE:

Wisconsin Statutes:	NA
Municipal Code:	13.1.50

BACKGROUND:

In 2019, the City approved a Planned Development District (PD) rezoning at 2510 West Good Hope Road for a multi-family residential project led by New Land Enterprise (the Applicant). That project was not constructed, and New Land Enterprises has submitted updated project plans to amend/update the PD. The 2019 approved PD includes multifamily development of one apartment building of 48 units along the Good Hope Road frontage and 41 townhouse units at the back of the site (attached). In total, the PD approved 89 dwelling units with parking on the first floor of the apartment building, a surface parking lot and attached two-car garage parking for each townhouse unit. Development amenities include a community room, fitness center, pet spa, on-site management offices, and a ¼ mile pedestrian path. In 2019, the estimated construction costs were \$13.4 million.

New Land Enterprises has reapproached the City with an updated general development plan that requires the adoption of a major amendment to the PD. The current development proposal is similar to the approved project from 2019 with several modifications to height and unit counts. This multifamily development consists of a single apartment building along the Good Hope Road frontage with townhouse units to the north and the west of the apartment building. The current proposal includes 179 total units with 149 in the apartment building and 30 townhouse units grouped in five buildings of five to eight townhouses each. The five-story apartment building is an L shape design and will provide amenities to both the apartments and townhouses, including inground pool, community club room, golf simulator, coworking space, 24-hour fitness center, pet spa, parcel room, bike parking, and on-site management offices. Units will be market driven and have high-end finishes, as outlined in the New Land PARC application narrative. The table below compares elements of the 2019 plan with the 2024 amendment application.

Comparison of 2019 and 2024 Plans

Project Element	2019 Plan	2024 Plan
Site Area	5.4 acres	5.4 acres
Total Unit Count	89	179
Unit Count – Corridor Building	48	149
Unit Count – Townhomes	41	30
Project Density	16.5 units per acre	33.1 units per acre
Total Site Parking	182	275
Parking Ratio (Stalls per Unit)	2.05	1.53
Building Area (lot coverage)	27%	32%
Maximum Building Height	4 stories	5 stories (65 feet)

Primary entry to the site will be from Good Hope Road with a proposed access drive off North Range Line Road. Circulation around and behind the apartment building will provide access to the entrance to the apartment building indoor parking area on the first floor (141 stalls), surface parking lot (74 stalls), and townhouse units (2 spots per unit in attached garages). Townhouse units will be positioned to have their front entrances facing a common walkway with vehicular access and attached garage access around the backsides of the units facing the surface parking and circulation. The on-site circulation roads and access driveways will be privately owned and maintained.

The proposed development site consists of four tax parcels totaling 5.4 acres. No structures currently exist on the site, however its former use as a greenhouse will require environmental remediation. New Land Enterprises is in discussion with the City to create a new Tax Increment Financing District (TID) to address the remediation of the site. The Common Council will be required to review the proposed TID project plan and development agreement in the future.

PROJECT ANALYSIS:

The purpose of the Planned Development District in the Glendale Zoning Ordinance is “to encourage and provide means for effecting desirable and quality development by permitting greater flexibility and design freedom than that permitted under the basic district regulations and to accomplish a well-balanced, aesthetically satisfying city and economically desirable development of building sites.”

Due to the mix of residential uses, the proposed development does not fit within an existing zoning districts and therefore a Planned Development zoning classification is required. This is a common zoning

district in Glendale and throughout the State used to approve projects with mixed densities, mixed uses or when all items are not in conformance with all City zoning regulations. Here, a Planned Development Zoning classification is required because of the mix of densities that is not specific to a zoning district.

The proposed update to the PD generally aligns with the previously approved project as a multi-family development with an increase in overall units and greater amenities for the residential units. The multifamily development proposed is generally consistent with the [2040 Comprehensive Master Plan Future Land Use Map](#) (p. 52), which identifies a future land use of multi-family and it meets the recommendations for that land use. The development also aligns with a number of goals from the Comprehensive Plan's housing chapter ([Chapter 5](#)), including diversifying new housing types in Glendale to include multi-family, allowing high-quality multi-family development, and having the City employ a proactive approach to housing. As a built-out community, Glendale will need to look to infill and redevelopment opportunities for new investment and to address housing needs in the City. However, there are a limited number of infill opportunities in the City and the proposed location is one of the most appropriate for multi-family development as it is adjacent to a multi-family use, is on a major thoroughfare, utilizes a mixed housing model to have townhomes buffer against single family uses, and is across from institutional and other employment uses. This project will also help remediate a currently vacant and environmentally compromised site. Without a development here, this site will likely remain environmentally compromised.

The PD zoning ordinance ([13.1.50](#)) states: “(3) No predetermined precise building location height, building size, floor area, lot size, density or open space requirements shall be applicable to uses or structures in a planned unit development, but such requirements as are made a part of an approved precise development plan shall be, along with the plan itself, construed to be and enforced as a part of this chapter.” Though no specific design standards are applicable, the site plan, building design, proposed building materials, and circulation plans are in alignment with City standards. The project site plan provides appropriate setbacks in the front, rear, and side yards of the project. Attention has been provided to the location and screening of the dumpster and maintenance shed on site, as well as the location of signage and mailboxes for the townhome residences. The parking, including two-car garages for the townhome units, 141 stalls in the first floor of the corridor building, and 74 outdoor surface parking stalls, meets the multi-family parking standard of 1.5 stalls per dwelling unit for multi-family development.

The project will require a CSM approval for the new combined parcel. New Land is reviewing the opportunity to complete a vacation of the public road to create a private drive off Range Line Road. This vacation will require a separate approval process and should be included along with the CSM in the Specific Implementation Plan approval.

The Common Council has the authority to determine the terms of the development agreement as part of the PD rezoning process. The proposed development meets the permitted uses allowed in a PD. As a site adjacent to a multi-family use and along a major thoroughfare, the multi-family use is permitted.

Project Plan Elements Compared to Available Code Standards:

Plan Element	2024 Plan	2024 Meets Codes	Plan City City Standard
Site Area	5.4 acres	NA	None
Total Unit Count	179	NA	None
Unit Count – Corridor Building	149	NA	None
Unit Count – Townhomes	30	NA	None
Project Density	33.1 units per acre	Yes	15-40 dwelling units per acre (13.1.59)
Total Site Parking	275	NA	None
Parking Ratio (Stalls per Unit)	1.53	Yes	1 to 1.5 stalls/dwelling unit (13.1.92)
Building Area	32%	NA	None
Maximum Building Height	5 stories (65 feet)	Yes	5 stories – 13.1.59
Minimum Setback	20 feet	NA	13.1.59.e – setback requirements, but no standard for multi-family
Maximum Lighting at Lot Line	.08 candle-foot @ Good Hope Rd	Yes	13.1.92.e.6 Three foot-candles measured at the lot line

CRITERIA FOR APPROVAL:

Section [13.1.52](#) of the Zoning Code provides the basis for “determining the acceptability of a planned unit development district application” and instructs that the following criteria be applied to determine that the plan is “consistent with the spirit and intent” of the PD zoning designation and the City’s development plans.

1. Character and Intensity of Land Use

The PD was previously approved for a similar development by the same developer group. This updated design does not change the proposed use of the development as a multi-family residential project. The use is compatible with the Glendale Comprehensive Plan Future Land Use Map which shows the site as multi-family. The proposed changes to the project from the 2019 approved PD increase the density of the project, making this a more intense usage. However, the design and intensity of the site are in alignment with other projects in the City of Glendale. While this project does not meet the criteria for the Alternative Planned Unit Development for a Traditional Neighborhood Development, as defined in the code, when reviewing the Traditional Neighborhood design standards ([13.1.59](#)), multi-family buildings of up to five

stories are permitted in this section. Additionally, [13.1.59](#) allows for a multi-family density of 15-40 units per acre in mixed residential areas. The proposed height and density of the project meet these standards. The design of the site positions the more intensive corridor apartment building at the south end of the site, along Good Hope Road and adjacent to an existing multi-family development, while the townhomes provide a buffer to the single-family parcels to the west and north.

The existing site is primarily cleared, but the design of the project keeps much of the site's old growth trees intact, particularly along the border of the site where those trees can act as a visibility buffer. The development does not anticipate adverse impacts on traffic, however, the Applicant is planning to complete a traffic impact analysis which will be included in the Specific Implementation Plan.

The development provides adequate parking for residents. Section [13.1.92](#) identifies a parking requirement of 1.5 stalls per dwelling unit for a multifamily use and a 3 stall total for two-family dwellings. This project meets the parking standards. The development is not anticipated to adversely impact utilities, schools or municipal services. Glendale City Services, including engineering, public works, inspections, and public safety have provided comments for necessary sewer, stormwater, grading, circulation, landscaping, street, and parking area updates that must be made for PD and permit approval.

2. Economic Feasibility and Impact

The applicant is advancing the financing of the project and is in communication with the City regarding the creation of a TID to address remediation costs. The project's estimated hard construction costs are approximately \$37.5 million with approximately \$219,500 per unit construction costs. It is not anticipated that the development will adversely impact the economic prosperity of the City or the values of surrounding properties. The TID study, currently being conducted by Ehlers will determine the recommended TID contribution based on the "but for" financial analysis.

According to the Applicant, the increased density and change in design from the previously approved plan are required to make the project economically feasible. In our opinion, the design and materials of the corridor building and townhomes are of a high quality. The attention to detail, finishings, and property amenities will justify a market-driven rent, attracting a higher income tenant. The design, amenities, and on-site management of the property will help ensure the development retains a high market value.

3. Engineering Design Standards

Glendale City Services, including engineering, public works, inspections, and public safety, have provided comments following the review of the application materials. Detailed comments are included in Appendix A.

Modifications to the entrance off Good Hope Road will require a WISDOT permit and Traffic Control Plans are required with the City Right-of-Way permit for work on Range Line Road.

Stomwater and grading plan comments are provided in Appendix A, including the MMSD standards that must be met on site.

The site will require a water connection. Glendale engineering and public works staff have provided specific comments regarding utility plans and permitting.

The Applicant provided a photometric lighting plan. When applying the Glendale Parking Regulation ([13.1.92](#)) standards for lighting, which limits illuminance readings of 3 foot-candles at the lot line, the proposed exterior lighting is in compliance, with just over zero foot-candles at all lot lines.

4. Preservation & Maintenance of Open Space

The proposed project is well landscaped and includes greenspace and landscaping buffers, particularly along the perimeter of the site. A berm will provide a buffer screen to the first-floor parking of the apartment building along Good Hope Road. The Applicant’s landscaping plan also adds trees to existing perimeter buffer areas, including the north, west, and south sides of the site, adequately screening the site from neighboring properties. The townhome units are well designed and have private grass areas that meet in a common sidewalked courtyard area. Additional landscaping at the townhome units should be included in the landscaping plan to make those units more attractive and add visual interest. The landscaping plan for new plantings also includes species that are not permitted to be planted under the WI DNR Urban Forestry Grant. The landscaping plan must be updated to change these species for permitted varieties.

The Applicant has also committed to the City to provide funding for a sidewalk/path at the south side of the property along Good Hope Road. This sidewalk will connect into the City’s future plans for pedestrian and bicycle infrastructure along Good Hope Road. This road will also connect residents to other greenspace/open space in the surrounding area. The development also provides residents with indoor and outdoor recreation areas on site with a pool, fitness center, and golf simulator.

5. Implementation Schedule

The Applicant is working with the City on the creation of a new TID to support the environmental remediation of the site. The project’s schedule includes a TID creation by November 2024 and construction in 2025 with an 18-month construction timeline and completion goal of March 2026. The schedule is reasonable and will be brought to completion without adverse effects to the community.

PROCESS/SCHEDULE:

Common Council Referral	June 10, 2024
CDA Public Hearing on PD & General Development Plan	July 16, 2024

Common Council Approval of PD & General Development Plan	August 26, 2024
CSM & Road Vacation Approval	Summer/Fall 2024
Specific Implementation Plan	Summer/Fall 2024
TID Creation	Summer/Fall 2024
Development Agreement	Summer/Fall 2024

On July 16, 2024, the Community Development Authority (CDA) held a public hearing on the proposed amendment to the Planned Development agreement and recommended approval, with one dissenting vote.

RECOMMENDATION:

Staff recommends the Common Council consider approval of an Ordinance adopting a General Development Plan for an amendment to the Planned Development Multi-Family Residential zoning for 2510 Good Hope Road for a mixed multi-family development as outlined in the application, with future consideration necessary for:

1. Specific Implementation Plan, including Traffic Impact Study
2. CSM
3. Right-of-Way Vacation
4. Combined Development Contract/Agreement for PD and TIF
5. Review of a traffic analysis report by the City
6. Updating the landscaping plan to remove any new planting species not permitted by WI DNR Urban Forestry Grant.
7. Address all Glendale City Services comments as outlined in Appendix A

ACTION REQUESTED:

Staff recommends the Common Council consider approval of an Ordinance General Development Plan for an amendment to the Planned Development Multi-Family Residential zoning for 2510 Good Hope Road for a mixed multi-family development as outlined in the application, with future consideration necessary for:

1. Specific Implementation Plan, including Traffic Impact Study
2. CSM
3. Right-of-Way Vacation
4. Combined Development Contract/Agreement for PD and TIF
5. Review of a traffic analysis report by the City
6. Updating the landscaping plan to remove any new planting species not permitted by WI DNR Urban Forestry Grant.
7. Address all Glendale City Services comments as outlined in Appendix A

ATTACHMENTS:

1. [Ordinance 2024 – Amending the Planned Development](#)
2. [2019 Approved Planned Development](#)
3. [Site Exhibits](#)
4. [Public Hearing Notice](#)

APPENDIX A

SUBJECT: Public Hearing of the COMMON COUNCIL for an Amendment to a Planned Development (PD) Zoning at 2510 Good Hope Rd. New Land Enterprise

FROM: Meredith Perks, City Planner, Vandewalle & Associates

Glendale Inspections:

1. Building Inspection does not have any concern with current submittal.
2. We reserve the right to comment upon submittals of building plans for review.
3. Applicant must adhere to local and State building codes.

North Shore Fire Department:

- 1) Fire Dept. Access:
 - a. The access roads are indicated at a minimum of 24' which complies with the minimum 20' fire lane widths.
 - i. Fire lanes will need to be marked in accordance with chapter 18 of NFPA 1.
 - ii. The turn radii for the intersections may be a bit tight, but in the end, the NSFD would need a minimum turn radii of 60' for our largest vehicles. We can provide specifications to the designers to use a turn-tool graphic on a future submittal and address issues if they arise.
 - b. Given the large building is a 5-story building, it will be assumed that this structure will be installed with an NFPA 13 compliant sprinkler system and standpipes, which would offer an exception to the 150' access requirements, and extend that to 450', which this layout (based upon scale on the drawing) would just meet from Good Hope Road to the most distant back access.
- 2) Water Supply:
 - a. No water supply information was provided on the plans included in the application.
 - b. Private fire protection system mains, hydrants and building water supplies will need to be reviewed at a later date.
 - c. It is highly recommended that the City includes information regarding the ownership and maintenance of these mains for their life span in the development agreement.
 - i. Information about who will be responsible for the approvals, inspections and testing would also be appreciated to make sure it is very clear to all parties.
 - d. Where standpipes will be included in the building the FDC should not be greater than 100' from the nearest hydrant and must be in a readily accessible and maintained location (think snow piles and bushes).
- 3) Additional items of note:
 - a. The building will need to be tested for radio signal strength in accordance with IBC and IFC 510.

SUBJECT: Review and Approval: 2025, 10-Year Capital Improvement Program

FROM: Karl Warwick, City Administrator

MEETING DATE: August 26, 2024

FISCAL SUMMARY:

Budget Summary:	Capital Projects Fund
Budgeted Expenditure:	N/A
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

After a lengthy review of the Capital Improvement plan by City Staff and our consulting engineers, staff is presenting a 2025, 10-year Capital Improvement Plan for review and possible adoption. The presented Capital Improvement Plan generally includes the following:

1. Modification to a 10-year plan. There are significant capital improvement projects beyond the traditional five-year mark that will impact the City's overall spending, mill rate, and debt load. As a result, the CIP plan now includes a 10-year projection. Also included is a year-by-year anticipated debt schedule and mill rate for a \$400,000 home for this period.
2. Annual Inflationary Increases. The CIP plan for all projects/vehicles/equipment now includes inflationary increases so that the same amount of work can be completed year to year. In prior years, the amount of work was reduced to maintain a consistent dollar amount for roads, water mains and other projects. Inflationary increases were also added to vehicle/equipment replacements to provide more accurate projections.
3. Watermain replacement program was moved to a every other year program. By doing this, the size and scope of the project is larger and the City will hopefully achieve better bids. Furthermore, there is significant time/money involved annually in planning a watermain replacement program. By doing this bi-annually, it will reduce time/money spent managing these improvements.
4. The road resurfacing program was slightly modified. In water main replacement years, the road resurfacing program will only include streets where water mains are replaced. The other years will only include roads not linked to watermain replacements. In 2029, funds increased to approximately \$750,000 per the 2024 adopted CIP Plan.
5. Design engineering for watermain replacements, road resurfacing and alleys were included in the year prior to the work. This allows for staff to plan and design the project in the previous year so early bidding and construction can occur. Bidding projects earlier typically leads to more competitive pricing.
6. Capital investments for software and technology are becoming a large annual cost and is now

included in the CIP Plan. Specific investments are listed in the next several years and anticipated costs were placed in the CIP Plan in future years.

7. \$500,000 was included bi-annually for community enhancements such as park, bike, pedestrian or other community enhancements. Those years, the Council would be asked to select projects, or defer for a larger project in future years.
8. The Supplemental Capital Improvement Plan includes a description of all projects and a list of possible future projects not included in the proposed plan.

RECOMMENDATION:

Recommend the Common Council approve the 2025, 10 Year Capital Improvement Program per attachment.

ACTION REQUESTED:

Motion to adopt the 2025, 10 Year Capital Improvement Program as recommended.

ATTACHMENTS:

- [Capital Improvement Plan](#)
 - Debt Projections
 - Mill Rate Projections
 - Summary of Capital Improvement Plan
- [Supplemental Capital Improvement Plan](#)

SUBJECT: Review and Approval of Fall Newsletter

FROM: Megan Humitz, City Clerk

MEETING DATE: August 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 Fall 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 Fall Newsletter as presented.

ATTACHMENTS:

1. [Fall Newsletter.](#)

SUBJECT: 2025 City Budget Preparation and Review Schedule

FROM: Karl Warwick, City Administrator

MEETING DATE: August 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 Common Council is annually required to adopt a budget and property tax levy in accordance with State Statutes. With the new fiscal year commencing January 1, 2025, staff and our North Shore partners have begun to prepare the 2025 budget and staff is presenting the proposed timeline for adoption of the 2025 City Budget.

To allow City staff the necessary time to prepare the 2025 City budget, the following schedule is proposed:

Proposed Budget Schedule

Schedule	Review Items
August	Review/Discussion on budget submittals from North Shore Library, North Shore Fire/Rescue/North Shore Health Department and North Shore Water Commission.
August/September	Department Heads finalize budget requests.
August/September	Preparation of proposed 2025 budget for presentation to the City Council.
October 15	Draft Budget Released to City Council and Public.
October 28	City Council reviews Draft Budget.

October 11	Public Hearing on the 2024 City Budget.
November 25	Adoption of the 2024 City Budget.
December 15	Deadline to determine property tax levy.
January 1	Start of new Fiscal Year.

RECOMMENDATION:

Adopt the presented 2025 Budget Schedule.

ACTION REQUESTED:

Motion to adopt the presented 2025 Budget Schedule.

ATTACHMENTS:

1. N/A.

SUBJECT: Review and approval of the 2024-2025 SRO Shared Services Agreement

FROM: Rhett Fugman, Chief of Police

MEETING DATE: August 26, 2024

FISCAL SUMMARY:

Budget Summary:	520-21-1100/47341
Budgeted Expenditure:	\$142,367.60
Budgeted Revenue:	\$93,962.67

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS:

The Police Department and Nicolet School District have a Shared Services Agreement where the Nicolet School Board pays 66% of wages and benefits for the School Resource Officer. Payments are based on a monthly amount when school is in session.

Attached is an SRO Shared Services Agreement for the 2024-2025 school year. Under the Agreement, the City will receive funding from the Nicolet School District for an officer assigned to Nicolet High School from for the 2024 – 2025 school year. These funds offset the SRO salary and go into the General Fund Revenue to offset the cost of this police officer.

Nicolet School District has already approved the agreement.

RECOMMENDATION:

Authorize Police Chief Rhett Fugman to execute the SRO Shared Services Agreement for the 2024 – 2025 school year.

ACTION REQUESTED:

Motion to approve the SRO Shared Services Agreement for the 2024 – 2025 school year.

ATTACHMENTS:

[School Resource Officer Agreement](#)

SUBJECT: Change Order 1 for the City of Glendale 2024 Road Resurfacing Project
FROM: Charlie Imig, Director of City Services
MEETING DATE: August 26th, 2024

FISCAL SUMMARY: STATUTORY REFERENCE:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$100,000
Budgeted Revenue:	N/A

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

BACKGROUND/ANALYSIS:

The Glendale Common Council previously awarded the 2024 Road Resurfacing project to Wolf Paving in the amount not to exceed \$215,926. Staff is requesting a change order in the amount of up to \$100,000 for pavement patching for construction and engineering services. The attached change order includes \$80,100 for the construction of six (6) additional patches and \$12,500 for associated engineering services. A total of \$100,000 change order was proposed in the event several patching areas are identified and added.

Various sections of streets in the City are failing and patching these areas will allow for a generally functional street with areas of defects to have an extended lifespan. The adopted budget includes \$50,000 for pavement patching and \$50,000 for sidewalk repairs. Due to the City's aggressive sidewalk programs, there is currently little need to perform much sidewalk replacement this year and staff is recommending that these funds be allocated towards pavement patching since there is a greater need for that. In future years, we will continue with sidewalk replacements, at a lower cost, and a high amount for pavement patching.

The City's contractor for road resurfacing has provided a competitive price for this work and staff is recommending a change order to complete this work this year. All change orders in excess of \$10,000 require Common Council approval. Staff and Clark Dietz have prepared the areas to be patched based on our review of the City and resident complaints.

RECOMMENDATION:

Staff recommends approving Change Order 1 to the Road Resurfacing Contract for pavement patching.

ACTION REQUESTED:

Motion to approve a Change Order 1 to the Road Resurfacing Agreement with Work Paving for Pavement Patching, not to exceed \$100,000, including engineering inspection.

ATTACHMENTS:

1. [Glendale Road Resurfacing Program Change Order 1](#)

SUBJECT: Change Order 1 for the 2024 Private Property Inflow and Infiltration (PPII) Reduction Program

FROM: Charlie Imig, Director of Public Works

MEETING DATE: August 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 Glendale Common Council previously awarded the 2024 Private Property Inflow and Infiltration (PPII) Reduction Program to the lowest pre-qualified bidder, MJ Construction, Inc.

Under an agreement with MMSD, they fund 100% of the City's Private Property Infiltration and Inflow (PPII) Reduction Program to reduce the amount of sanitary sewage released into the groundwater. The City is required to bid and manage the program, with MMSD reimbursing the City for construction and engineering expenses.

The 2024 Glendale Private Property Inflow and Infiltration (PPII) Program was originally designed, bid, and approved to include 35 residential sanitary sewer lateral replacements; however, four (4) additional residents reached out to the City and asked to be part of the project.

In April 2024, Clark Dietz submitted a competitive funding application to MMSD for \$106,650 to be able to include these four (4) additional homes in the project. The application included \$84,260 for construction (as shown in Change Order 1) as well as \$22,390 for additional engineering design and inspection services. MMSD approved this application that will include no additional cost to the City.

MJ Construction was the awarded contractor for the project and has reviewed Change Order 1 for the 2024 PPII Construction Project. They have agreed to the additional quantities, scope of work, and schedule and have signed Change Order 1. Since this Change Order is in excess of \$10,000, the City's Purchasing Policy requires Common Council authorization.

RECOMMENDATION:

Staff recommends approval of Change Order 1 to the 2024 Glendale PPII Program in the amount of \$106,650.

ACTION REQUESTED:

Motion to approve Change Order 1 to the 2024 Glendale PPII Program in the amount not to exceed \$106,650.

ATTACHMENTS:

1. [Engineer Recommendation Letter](#)
2. [2024 Glendale PPII Program Change Order 1](#)

SUBJECT: Request for Axon Body Camera, Squad Camera, and Interview room purchase

FROM: Rhett Fugman, Chief of Police

MEETING DATE: August 26, 2024

FISCAL SUMMARY:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$363,088
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

The Police Department currently uses Watchguard squad and body cameras purchased in 2021. Watchguard recommended equipment replacement every 5 years. There have been numerous IT and quality control issues with the Watchguard system over the past 3 years. These issues have consumed significant time and resources and has led to numerous situations where the system was malfunctioning. Watchguard has not been overly responsive to requests for repairs or replacements. Last year, the City purchased the Watchguard Cloud storage system for \$ 23,000 annually. At the end of 2023, the Milwaukee County DA's Office announced that all digital evidence would need to be sent to them via evidence.com, which is Axon's storage system. This has added significant time in case preparation due to the downloading and uploading processes for officers because two different systems are used. The Cloud system requires approximately 3 hours of work daily for our officers to transfer the files so they can be sent to the County. This estimated amount of time spent transferring files equates to 1,095 work hours and approximately \$72,000 in wages over the course of a year. As a result, we have been researching other options for police body and squad camera systems.

Under the agreement with Watchguard, the City purchased the cameras for \$198,380. Under the proposed agreement with Axon, the City would pay an annual fee of \$72,617.60, and that includes Cloud storage, _25-body cameras, 15 squad cameras, 2 interview room cameras and replacements and repairs of all cameras to ensure we have this amount. With the elimination of the cost for Watchguard Cloud, the net out of pocket cost annually is \$49,617.60.

Axon provided a \$52,615 discount to help adjust for the early transition from the initial 5-year Watchguard timeframe. The agreement would be for 5 years and would be required to be re-negotiated upon expiration.

Staff will be placing this cost in the 2025 budget. However, the Watchguard system is failing, and staff is asking the Council to approve this agreement and "prefund" this cost that will be included in the Draft 2025 Budget.

RECOMMENDATION:

Staff recommend authorizing the City Administrator to execute a 5-year agreement with of Axon, not to exceed \$363,088 for Body, Squad, and interview room cameras.

ACTION REQUESTED:

Motion to approve the 2025-2029 Capital Improvement Program as recommended.

ATTACHMENTS:

- [Axon Agreement for Fleet](#)
- [Axon Agreement for Body Cameras](#)
- [Axon Agreement for Interview Room](#)
- [Watchguard Master Agreement](#)
- [Watchguard Software Agreement](#)

SUBJECT: Review and Approval of Bid for the 2024 N Port Washington Road Fence Installation Project

FROM: Charlie Imig, Director of Public Works

MEETING DATE: August 26, 2024

FISCAL SUMMARY:

Budget Summary:	Capital Improvement
Budgeted Expenditure:	\$250,000
Budgeted Revenue:	N/A

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

The Wisconsin Department of Transportation (WisDOT) I-43 N/S project included the expansion of Port Washington Road. This expansion has moved the Interstate closer to the Mount Royal Subdivision.

In the summer of 2021, there was a meeting of WisDOT officials and residents. The residents requested a sound barrier wall on the east side of N Port Washington Road. WisDOT explained this was not an option for the area. At the November 22, 2021, Common Council meeting, Staff was directed to include sufficient funding in the 5-year capital improvement program for fencing and landscaping for Mount Royal subdivision as a result of the I-43 project.

Two bids were received, reviewed, and tabulated for the 2024 N Port Washington Road Fence Installation Project. Upon confirmation of the bid documents, Century Fence Company was the low bidder for this project. According to the City of Glendale 2024 capital improvement plan, there is \$250,000 for this project.

Please find listed below the bid results for the 2024 N Port Washington Road Fence Installation Project.

- | | |
|--------------------------|-----------|
| 1. Century Fence Company | \$147,640 |
| 2. Munson, Inc. | \$158,520 |

Subsequently, staff waited until WisDOT completed the N Port Washington Road project before bidding the fence installation project to fully understand the limitations on the location of the fencing and landscaping. As a result of the new drainage swale configuration and utility pole locations, both fencing and trees may not fit within the City's right-of-way on the housing side of the sidewalk. The City is in the process of deciding on the possible location of trees and other landscaping, whether in the median, parkway or near the proposed fence, but outside of the existing swale. The remaining funds can be used for trees and landscaping. The remaining Fencing funding amount of \$102,360 is estimated to be sufficient to complete that work.

RECOMMENDATION:

Staff recommends awarding the 2024 N Port Washington Road Fence Installation Project contract to Century Fence Company in the amount of \$147,640. Century Fence Company is an established contractor in the area and has performed well on other similar construction projects.

ACTION REQUESTED:

Motion to accept the lowest sum of the Base Bid and Additive Bid Alternates selected for award and award the contract to Century Fence Company in the amount of \$147,640 for the 2024 N Port Washington Road Fence Installation Project.

ATTACHMENTS:

1. [Bid Tab](#)

SUBJECT: Review and Approval of State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 2090-07-01/71, Silver Spring, N 27th Street to Milwaukee River

FROM: Charlie Imig, Director of Public Works

MEETING DATE: August 26th, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.07(1)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

This State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: State-Let Highway Project ID: 2090-07-01/71, Silver Spring, N 27th Street to Milwaukee River is a guarantee that the Municipality (Glendale) shall, at its own cost and expense, maintain all portions within the specified limits of this agreement that lie within its jurisdiction for such maintenance through statutory requirements in a manner satisfactory to the State and shall make ample provisions for such maintenance.

Upon completion of construction project, the Municipality (Glendale) will assume all maintenance responsibilities. The City of Milwaukee will be required to maintain and fund areas within their jurisdiction. The specific funding agreement between Glendale and the City of Milwaukee will be presented for consideration later. This is being presented now as the State has placed a deadline on Glendale to execute this agreement.

RECOMMENDATION:

Authorize the execution of the State/Municipal Maintenance Agreement (SMMA) is recommended.

ACTION REQUESTED:

Authorize the City Administrator to execute the State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 2090-07-01/71, Silver Spring, N 27th Street to Milwaukee River

ATTACHMENTS:

1. [State/Municipal Maintenance Agreement \(SMMA\) for a State-Let Highway Project ID: 2090-07-01/71](#)

SUBJECT: Review and Approval of State/Municipal Funding Agreement (SMFA) for a State-Let Highway Project ID: 2565-03-03/2373, STH 57 from 0.1 MI S OF FAIRLANE TO TEUTONIA

FROM: Charlie Imig, Director of City Services

MEETING DATE: August 26th, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.07(1)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

In 2026, the Wisconsin Department of Transportation (WisDOT) is currently proposing a resurfacing project on STH 57 (N Green Bay Avenue), from 0.1 mi S of W Fairlane Avenue to W Teutonia Avenue. The scoping of the project involves WisDOT working with the City of Glendale to provide a shared-use path/sidewalk on the east side of STH 57 from W Good Hope Road to N Range Line Road for pedestrians and bicycles.

Staff also worked with WisDOT to include intersection improvements at W Hemlock Road and W Wending Drive. These improvements will include curb ramps and a crosswalk for pedestrian crossings at both intersections.

There is a connection to a curb ramp on NE corner at N Green Bay Avenue and W Good Hope Road, which was installed last year as part of a HSIP project. Additioanly, the City will be installing a sidewalk connection along the west side of N Green Bay Avenue from W Bernard Lane to W Good Hope Road.

This agreement covers (80% State/20% Local) the sidewalk construction, as well as any non-participating construction items. Preliminary engineering, plan development, real estate acquisition and participating construction items are covered 100% by the State.

The 20% Local match in terms of today's dollars is \$137,000. The State Municipal Financial Agreement (SMFA) is written with an 80/20 cost share, so that both parties carry the burden of costs increasing or decreasing at the time of the project being LET for construction. Currently, this is not a budgeted item, so funding would need to be committed next year but will not be due, at least, until 2026.

RECOMMENDATION:

Authorize the execution of the State/Municipal Funding Agreement (SMFA) is recommended.

ACTION REQUESTED:

Authorize the City Administrator to execute the State/Municipal Financial Agreement (SMFA) for a State-Let Highway Project ID: 2565-03-03/2373, STH 57 from 0.1 MI S OF FAIRLANE TO TEUTONIA

ATTACHMENTS:

1. [State/Municipal Funding Agreement \(SMMA\) for a State-Let Highway Project ID: 2565-03-03/2373](#)

SUBJECT: Review and Approval of State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 2565-03-73, STH 57 from 0.1 MI S OF FAIRLANE TO TEUTONIA

FROM: Charlie Imig, Director of City Services

MEETING DATE: August 26th, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.07(1)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

This State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: State-Let Highway Project ID: 2565-03-73, STH 57 from 0.1 MI S OF FAIRLANE TO TEUTONIA is a guarantee that the Municipality (Glendale) shall, at its own cost and expense, maintain all portions within the specified limits of this agreement that lie within its jurisdiction for such maintenance through statutory requirements in a manner satisfactory to the State and shall make ample provisions for such maintenance. Upon completion of the construction project, the Municipality (Glendale) will assume all maintenance responsibilities. This SMMA is tied to the State/Municipal Financial Agreement (SMFA), Project ID: 2565-03-03/23/73, also on tonight's agenda.

RECOMMENDATION:

Authorize the execution of the State/Municipal Maintenance Agreement (SMMA) is recommended.

ACTION REQUESTED:

Authorize the City Administrator to execute the State/Municipal Maintenance Agreement (SMMA) for a State-Let Highway Project ID: 2565-03-73, STH 57 from 0.1 MI S OF FAIRLANE TO TEUTONIA

ATTACHMENTS:

1. [State/Municipal Maintenance Agreement \(SMMA\) for a State-Let Highway Project ID: 2565-03-73](#)

SUBJECT: Discussion and consideration: Amendment to the Planned Unit Development for Chick-fil-a, located at 5201 North Port Washington Road, Parcel 196-900-0002

FROM: Karl Warwick, City Administrator

MEETING: Planning and Architectural Review Commission

MEETING DATE: August 26, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	§

LAND DEVELOPMENT REFERENCE:

Land Use:	Restaurant
Zoning:	Planned Development (PD)
Target Investment Area:	N/A

BACKGROUND:

The City previously approved a Planned Development (PD) agreement to allow the operation of the Chick-fil-a drive-thru only restaurant located on Port Washington Road. The Development agreement is specific on the uses that are permitted and the design of the facility. These were specified in the original PD agreement and a minor amendment (August 8, 2023) to permit the weather screening added later and located on Port Washington Road. The approved exhibits for the PD were not included in the packet.

The owner has installed two accessory design structures (cows) on the property. To permit these design structures, the PD must be amended. Staff has prepared a possible amendment to the PD to permit these structures to remain.

The Planning and Architectural Review Commission (PARC) determined that this is a minor amendment, which would then allow this amendment to be approved by the Common Council. If the PARC determined that this was not a minor amendment, the PD process would be required to start from the beginning of the PD process.

RECOMMENDATION:

Staff is asking the Common Council to consider approval of an amendment to the previously adopted and amended PD for Chick-fil-a.

ACTION REQUESTED:

Staff is asking the Common Council to consider approval of an amendment to the previously adopted and amended PD for Chick-fil-a.

ATTACHMENT:

1. [2021 Development Agreement](#)
2. [Amended Development Agreement](#)

Permeant Easements for municipal construction projects:

SUBJECT:

1717 West Civic Drive – Sidewalk
5820 North Green Bay – Sidewalk (Civic Drive)
7156 North Green Bay – Bike Path (Good Hope)
1012 West Eula Court (Watermain)
4640 North River Park (Watermain)

FROM:

Karl Warwick, City Administrator

MEETING DATE:

August 26th, 2024

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	

BACKGROUND/ANALYSIS: The City has several construction projects scheduled for 2024 with the watermain and bike/pedestrian projects requiring permeant easements to complete portions of these two projects. The bike/path sidewalk project requires three easements: two for the Civic Drive sidewalk and one for the Good Hope Road bike path. The 2024 watermain project that will connect Eula Court to River Park (through two private properties) requires two easements. The easements will be tied to the land and will be filed at the Register of Deeds Office. After the Eula Court watermain project is complete, the City will vacate an easement at 4640 North River Park because the existing and aging watermain connect be reconstructed in the same easement area.

An easement contract between the City and the landowner is a legal restriction on land use that allows the City to build, maintain, and protect a public improvement and allows the landowner to retain general ownership and control of the land. In addition, the landowner retains the obligation to pay taxes on the parcel.

The agreements and survey areas for the easements are enclosed.

RECOMMENDATION: Approve the easement agreements as presented.

ACTION REQUESTED:

1. Motion to approve the easement for with 1717 W Civic Drive, LLC at 1717 W. Civic Drive for a municipal-Owned Sidewalk.
2. Motion to approve the easement for with 1717 W Civic Drive, LLC at 5820 N. Green Bay Drive for a Municipal-Owned Sidewalk
3. Motion to approve the easement for with Glendale Holding, LLC 7156 N. Green Bay Drive for a Municipal-Owned Sidewalk
4. Motion to approve the easement for with Henry N McNally 4640 N. River Park Blvd for a Municipal-Owned Water System
5. Motion to approve the easement for with Craig Kurtz 1012 W. Eula Court for a Municipal-Owned Water System

ATTACHMENTS:

1. [Easement Agreement](#) and [Easement Description](#) at 1717 W. Civic Drive for a municipal-Owned Sidewalk.
2. [Easement Agreement](#) and [Easement Description](#) at 5820 N. Green Bay Drive for a Municipal-Owned Sidewalk
3. [Easement Agreement](#) and [Easement Description](#) at 7156 N. Green Bay Drive for a Municipal-Owned Sidewalk
4. [Easement Agreement and Easement Description](#) at 4640 N. River Park Blvd for a Municipal-Owned Water System
5. [Easement Agreement and Easement Description](#) at 1012 W. Eula Court for a Municipal-Owned Water System