

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

This meeting is in person, but will be broadcast over Zoom to
accommodate residents with COVID concerns.

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Meeting ID: 954 5991 3672

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AGENDA—COMMON COUNCIL MEETING

Monday, March 28, 2022

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 the agenda and are within the City's ability to regulate or control.
3. Consent Agenda:
 - a) Adoption of Minutes of Meeting held on March 14, 2022.
 - b) Approval of Monthly Reports.
 - c) Review and approval of 2022 Arbor Day Proclamation.
4. New Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
 - a) A Proclamation Designating April as “Women’s History Month” in the City of Glendale.
 - b) North Shore Health Department’s Request for Environmental Health Consortium Fee Increase.
 - c) Presentation of Feasibility Study of Two Potential Glendale Library Sites.
 - d) Joint Resolution of the Common Council and the Community Development Authority Requesting Extension of the Life of Tax Incremental Financing District No. 8 per Wisconsin Statute Section 66.1105(7)(am)4.a.
 - e) Resolution Authorizing the Director of Public Works to Sign and Submit the Recycling Grant Application and Annual Reports to the Wisconsin Department of Natural Resources (WDNR).
 - f) Ordinance Repealing and Replacing Section 3, “Excavations of and in Streets, Alleys, Public Ways, and Grounds,” of Chapter 2, “Streets and Sidewalks,” of Title 6, Public Works,” of the Code of Ordinances of the City of Glendale.
 - g) Ordinance Repealing and Replacing Section 3, “Permit,” of Chapter 4, “Wireless Communication Systems; Use of Right of Way,” of Title 9, Public Utilities,” of the Code of Ordinances of the City of Glendale.
 - h) Review and Approval of Revisions to the City of Glendale Employee Handbook
 - i) Review and Approval of MMSD’s Requests for Grazing Goat Pilot to Eradicate Invasive Buckthorn and Reforestation Plan at 6459 Sunny Point Lane.

5. Commission, Committee, Board and Staff Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member and Administrator update.)
6. The Common Council will convene in Closed Session per Wis. Stats. §19.85(1)(c) to consider the employment, promotion, compensation, or performance evaluation data (Performance Evaluation Data of an Employee and Review of City Administrator Applications).
7. Reconvene to Open Session and Regular Order of Business.
8. Possible Action on Closed Session Items.
9. Adjournment.

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

3A-3C
3/28/2022

CONSENT AGENDA

- a) [Adoption of Minutes of Meeting held on March 14, 2022.](#)
- b) [Approval of Monthly Reports.](#)
- c) [Review and Approval of 2022 Arbor Day Proclamation.](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: A Proclamation Designating the Month of March as “Women’s History Month” in the City of Glendale

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: March 28, 2022

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 is to acknowledge and celebrate the contribution of women and this proclamation calls upon the people of the City of Glendale to observe March as Women’s History Month with appropriate programs, ceremonies, and activities.

RECOMMENDATION:

Approve the proclamation.

ACTION REQUESTED:

Motion to approve the proclamation designating the month of March as “Women’s History Month” in the City of Glendale

ATTACHMENTS:

1. [Proclamation](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: North Shore Health Department’s Request for Environmental Health Consortium Fee Increase

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: March 28, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

Attached is a memo from Kathleen Platt, Interim Health Officer/Health Officer of the North Shore Health Department (NSHD).

She is requesting the City of Glendale’s consideration and support for a 5 percent fee increase for program fees on all food establishments, temporary events, farmers markets, public pools, and hotels in NSHD’s service area.

Fees have not increased in three years.

RECOMMENDATION:

Staff recommends that the city approve the requested fee increase.

ACTION REQUESTED:

Motion to approve the North Shore Environmental Health Consortium fee increase of 5 percent for 2022 program fees.

ATTACHMENTS:

1. [North Shore Environmental Health Consortium – Fee Increase Memo](#)
2. [2022 Fee Survey](#)
3. [2019-2020 Fee Schedule](#)



5909 North Milwaukee River Parkway
Glendale, WI 53209

SUBJECT: Presentation of Feasibility Study of Two Potential Glendale Library Sites

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: March 28, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

The Common Council, at its January meeting, awarded a contract with Kueny Architects, Pleasant Prairie, WI for \$7,259 to conduct a feasibility study for the two identified Glendale library sites:

- 7101 Green Bay Avenue
- 6373 N. Jean Nicolet Road

At the March 28 Common Council meeting, representatives of Kueny Architects will make a presentation of their findings.

RECOMMENDATION:

No action recommended.

ACTION REQUESTED:

For informational purposes only.

ATTACHMENTS:

None



SUBJECT: Joint Resolution Authorizing Technical College Extension for Tax Incremental District No. 8

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: March 28, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	66.1105(7)(am)4.a
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

In 2002, Tax Incremental District (TID) No. 8 was created for the development project commonly known as Bayshore.

Following an economic downturn and abandonment of the property in 2017 by the owner/developer, the developer's lender took title of the property in lieu of foreclosure. The City, the Community Development Authority and Bayshore entered into an Amended and Restated Development Agreement effective as of August 1, 2019 pursuant to which Bayshore's owner/developer agreed to defease \$58.6 million in bonds previously issued by the City and CDA in consideration of the City and CDA's agreement to, among other things, pay all available tax increment from TID No. 8 to the owner/developer.

Subsequently, an amendment to TID No. 8 project plan was approved which recognized, as eligible TID expenditures, the payoff of all Glendale outstanding debt associated with the TID - \$41.7 million. The amendment also extended the life of TID No. 8 to August 26, 2033 and added additional property to TID No. 8 (formerly portions of soon-to-be closed TID No. 6).

In 2013, a law – Wisconsin Act 145 was approved which provided property tax relief aid to technical colleges. Consequently, the State legislature approved 66.1105(7)(am)4.a which allows for municipalities to request the Joint Review Board to extend the life of a TID an additional three years if the annual and total amount of tax increments over the remaining life of a TID were adversely impacted by Wisconsin Act 145 and provides supporting documentation.

Attached is an analysis by Bradley Viegut, Managing Director, Baird, which identifies a \$1+ million negative impact to date on TID No. 8 due to Act 145.

Also attached is an analysis by Cypress Equities, developer of Bayshore, which identifies a projected shortfall of TID No. 8 being able to cover its project cost within the current calendar year 2033 closure.



The Glendale Common Council and the Community Development Authority will both meet on Monday, March 28 to review and consider action on the “Joint Resolution of the Common Council and the Community Development Authority of the City of Glendale Requesting Extension of the Life of Tax Incremental Financing District No. 8 per Wisconsin Statute Section 66.1105(7)(am)4.a.”

In April, the Joint Review Board will meet to review and take action on this matter.

RECOMMENDATION:

Staff recommends approval of the Resolution.

ACTION REQUESTED:

Motion to approve Resolution Authorizing Technical College Extension for Tax Incremental District No. 8.

ATTACHMENTS:

1. [Resolution Authorizing Technical College Extension for Tax Incremental District No. 8](#)
2. [Joint Resolution of the Common Council and the Community Development Authority of the City of Glendale Requesting Extension of the Life of Tax Incremental Financing District No. 8 per Wisconsin Statute Section 66.1105\(7\)\(am\)4.a.](#)
3. [Bayshore – TID Increment Revenue Projections](#)
4. [Memo from John Fuchs, Community Development Authority Attorney](#)
5. [Baird – Analysis of Request](#)



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SUBJECT: Resolution Authorizing the Director of Public Works to Sign and Submit the Recycling Grant Application and Annual Reports to the Wisconsin Department of Natural Resources (WDNR).

FROM: Charlie Imig, Director of Public Works

MEETING DATE: March 28, 2022

FISCAL SUMMARY:

Budget Summary:	Recycling Fund
Budgeted Expenditure:	N/A
Budgeted Revenue:	\$61,500 Grants

STATUTORY REFERENCE:

Wisconsin Statutes:	Chapters NR 542, 544, and 549 §287.11(2)a to (h)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

Updated resolution required prior to submittal of the 2022 WDNR Recycling Grant Application.

RECOMMENDATION:

Staff recommends approval of the updated resolution.

ACTION REQUESTED:

Motion to approve the updated resolution authorizing the Director of Public Works to sign and submit the recycling grant application and annual reports to the WDNR.

ATTACHMENTS:

1. [Resolution Authorizing Director of Public Works to Sign and Submit the Recycling Grant Application and Annual Reports to the WDNR.](#)



5909 North Milwaukee River Parkway
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SUBJECT: Ordinance Repealing and Replacing Section 3, "Excavations of and in Streets, Alleys, Public Ways and Grounds," of Chapter 2, "Streets and Sidewalks," of Title 6, Public Works," of the Code of Ordinances of the City of Glendale.

FROM: Charlie Imig, Director of Public Works

MEETING DATE: March 28, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	6.2.3

BACKGROUND/ANALYSIS:

The Common Council approved amending this ordinance at the May 13, 2019 meeting. Since that time, permit frequency, staff regulation, inspection and administrative time has changed, as well as a need to align with City Ordinance 9.4.3.

Specifically, City Ordinance 9.4.3 pertains to fiber boring; however, Staff has recently received several right-of-way permit applications for non-fiber related boring projects. Currently, an approved permit does not adequately account for those types of projects.

Additionally, another part of the ROW permits are the deposits. These are required to ensure the work performed is in accordance with City Ordinances. Also, the deposits hold the contractor accountable and provide for a means to remedy inferior work, should the City have to intervene. Staff is recommending that the deposits be adjusted to better align with the specific type of surface, where the work will occur and City Ordinance 9.4.3.

Finally, in City Ordinance 6.2.3, there are certain responsibilities and duties, within the same Section, assigned to both the City Engineer and the Director of Public works. Staff is of the opinion that it is necessary for consistency, to change those references solely to the Director of Public Works.

RECOMMENDATION:

Staff recommends approving the proposed assignments to Director of Public Works, amended fees and deposits to better account for staff regulation, inspection and administration and to also better align with changes being made to City Ordinance 9.4.3 and the amendment to more clearly address the non-fiber boring in streets, alleys, public way and grounds.

ACTION REQUESTED:

Motion to approve Ordinance Repealing and Replacing Section 3, "Excavations of and in Streets, Alleys, Public Ways and Grounds," of Chapter 2, "Streets and Sidewalks," of Title 6, Public Works," of the Code of Ordinances of the City of Glendale.

ATTACHMENTS:

- [Ordinance.](#)
- [Ordinance Repealing and Replacing Section 3, "Excavations of and in Streets, Alleys, Public Ways and Grounds," of Chapter 2, "Streets and Sidewalks," of Title 6, Public Works," of the Code of Ordinances of the City of Glendale.](#)



5909 North Milwaukee River Parkway
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SUBJECT: Ordinance Repealing and Replacing Section 3, "Permit," of Chapter 4, "Wireless Communication Systems; Use of Right of Way," of Title 9, Public Utilities," of the Code of Ordinances of the City of Glendale.

FROM: Charlie Imig, Director of Public Works

MEETING DATE: March 28, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	N/A
Municipal Code:	9.4.3

BACKGROUND/ANALYSIS:

The Common Council approved amending this ordinance at the March 23, 2020 meeting. Since that time, permit frequency, staff regulation, inspection and administrative time has changed, as well as a need to align with City Ordinance 6.3.2.

Specifically, Staff time necessary for processing, reviewing, utility locating and inspecting the fiber boring Right-of-Way (ROW) permits have averaged lower from the previous applications. Subsequently, a change in the fees per plan pages is necessary.

Additionally, another part of the ROW permits are the deposits. These are required to ensure the work performed is in accordance with City Ordinances. Also, the deposits hold the contractor accountable and provide for a means to remedy inferior work, should the City have to intervene. Staff is recommending that the deposits be adjusted to better align with the specific type of surface, where the work will occur and City Ordinance 6.3.2.

The proposed fees and deposits were previously reviewed and compared to several other municipalities. All have ordinances, fees and deposits in place to account for staff time and protect the integrity of their communities.

RECOMMENDATION:

Staff recommends approving the proposed, amended fees and deposits to better account for staff regulation, inspection and administration and to also better align with changes being made to City Ordinance 6.3.2.

ACTION REQUESTED:

Motion to approve Ordinance Repealing and Replacing Section 3, "Permit," of Chapter 4, "Wireless Communication Systems; Use of Right of Way," of Title 9, Public Utilities," of the Code of Ordinances of the City of Glendale.

ATTACHMENTS:

- [Ordinance.](#)
- [Ordinance Repealing and Replacing Section 3, "Permit," of Chapter 4, "Wireless Communication Systems; Use of Right of Way," of Title 9, Public Utilities," of the Code of Ordinances of the City of Glendale.](#)



SUBJECT: Review and Approval of Revisions to the City of Glendale Employee Handbook
FROM: Darrell Hofland, Interim City Administrator
MEETING DATE: March 28, 2022

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 current Employee Handbook was approved by the Council on September 9, 2013, and last revised July 2021 for a paid time off (PTO) policy to replace the traditional vacation and sick leave policy. The PTO policy was distributed to all employees for review. After comments were received, the policy was amended and presented to Council for review and approved on July 26, 2021. The Employee Handbook is for all non-represented employees.

In addition to the increment of a full work day, the current PTO policy identifies the use of 1-hour increment. Upon implementation, both employees and supervisors have requested more flexibility than the 1-hour increment.

RECOMMENDATION:

The request is to revise the PTO policy to change the 1-hour increment to a quarter-hour increment.

ACTION REQUESTED:

Motion to approve the revision to Article VI, Section E.4.c. of the City of Glendale Employee Handbook for paid time off policy increments.

ATTACHMENTS:

1. [Revision to Article VI, Section E.4.c. of the City of Glendale Employee Handbook](#)



5909 North Milwaukee River Parkway
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SUBJECT: Review and Approval MMSD’s Requests for Grazing Goat Pilot to Eradicate Invasive Buckthorn and Reforestation Plan at 6459 Sunny Point Lane.

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: March 28, 2022

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 of Glendale has partnered with MMSD in the past on several projects. Recently, the City was contacted by MMSD, as part of their Reforestation Program, to assist the City in the eradication of noxious weeds/vegetation along the Milwaukee River.

Over the winter, MMSD performed a forestry mow on the city-owned property located at 6459 Sunny Point Lane. The property has significant invasive buckthorn.

MMSD has proposed to the City a grazing goat pilot to the property this spring to continue to work on controlling the invasive vegetation. Once the invasive control measures are complete, MMSD would work to create a restoration plan for the property and then implement as part of its Reforestation Program.

The grazing goat pilot consists of the following:

- June/July 2022- Set up a temporary electric fence around the 6459 Sunny Point Lane property. The goats and fence are supplied by a licensed goat grazing company. There would be approximately 10-15 goats kept in the fenced in pen. The goats would be checked on twice daily by MMSD’s Fresh Coast Ambassador group and/or the contracted Shepherd. The first grazing would take approximately 1-2 weeks. After the initial grazing, the goats would be removed.
- July/August 2022- Site will be allowed to regrow. The site will be free of goats for 6-8 weeks to allow for invasives to re-sprout.
- September 2022- MMSD would repeat the 1-2 week grazing with the goats.
- October-December 2022- MMSD will develop a reforestation restoration plan for the site.
- Spring 2023- MMSD would implement the reforestation plan for the site.
- Summer 2023- MMSD Fresh Coast Ambassadors and planting contractor would check on the site to ensure proper growth.

In addition, MMSD has offered to host a small neighborhood information session about their 2022-2023 projects affecting this property.



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RECOMMENDATION:

Staff recommends approval of MMSD's request.

ACTION REQUESTED:

Motion to approve MMSD goat grazing pilot and authorize a reforestation plan for City-owned property at 6459 Sunny Point Lane.

ATTACHMENTS:

1. [MMSD Project Area](#)