

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

AGENDA - COMMON COUNCIL MEETING

Monday, September 12, 2016
6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. Adoption of Minutes of Meetings Held on August 22, 2016.
3. 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.
4. Communications, Applications, and Petitions: (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) Communication from Grady Crosby, Johnson Controls (Ald. Wiese).
 - b) Communication from City Services Director, re: Award bid for the stand pipe booster pump upgrade project.
 - c) Communication from City Treasurer, re: Property Tax Refund – Parcel #160-9007, 6151 N. Baker Road, U.S. Bank NA.
 - d) Communication from Nicolet High School, re: Homecoming Bonfire and Parade.
 - e) Applications for Special Gathering Permits filed by Bavarian Soccer Club.
5. Unfinished 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) Richard E. Maslowski Community Park Veteran's Memorial Name Submission Invitation (Ald. Wiese).
 - b) Review and approval of City Administrator job profile.
6. 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) Resolution Recommending Removal of Estabrook Dam (There will be no public comment unless recognized by the Mayor or a majority vote of the Common Council).
 - b) Resolution Proclaiming September 11, 2016, International Migratory Bird Day.
 - c) Consideration of allowing drive-through restaurants on Port Washington Road between Silver Spring Drive and Marne Avenue (Mayor Kennedy).
 - d) Extended early in-person absentee voting (Finance Director).
7. Approval of Accounts Payable.
8. Commission, Committee, Board Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member.)
9. Adjournment.

- Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

CITY OF GLENDALE -- COMMON COUNCIL
August 22, 2016

Regular meeting of the Common Council of the City of Glendale held in the Municipal Building, 5909 North Milwaukee River Parkway.

The meeting was called to order by Mayor Bryan Kennedy at 6:00 p.m.

Roll Call: Present: Ald. Robert Whitaker, James Daugherty, John C. Gelhard, Richard Wiese, Izzy Goldberg and JoAnn Shaw. Absent: None.

Other Officials Present: Richard Maslowski, City Administrator; John Fuchs, City Attorney, Rachel Reiss, Deputy City Administrator, and Tom Czarnyszka, Police Chief.

PLEDGE OF ALLEGIANCE.

The members of the Common Council, City staff and all those present pledged allegiance to the flag of the United States of America.

OPEN MEETING NOTICE.

The City Administrator advised that in accordance with the Open Meeting Law, the local news media was advised on Thursday, August 18, 2016, of the date of this meeting; that the agenda was posted on the official bulletin board of City Hall, the Glendale Police Department, and the North Shore Library; that copies of the agenda were made available to the general public in the Municipal Building and the Police Department, and those persons who requested, were sent copies of the agenda.

ADOPTION OF COUNCIL MINUTES.

Motion was made by Ald. Gelhard, seconded by Ald. Shaw, approving the minutes of the meeting held on August 8, 2016. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

PUBLIC COMMENT:

Carol Pierner, 5505 N. Shasta Drive, recommended Council members visit the library to better understand the need for improvements in order to explain the needs to constituents.

COMMUNICATIONS, APPLICATIONS AND PETITIONS:

- I. File No _____
Communication from City Administrator Richard Maslowski, re: Fall City Newsletter.

The City Administrator is requesting the Council's review and approval of the content for the upcoming Fall City Newsletter. Once approved, this will be forwarded to LPi Liturgical Publications for insertion of the advertisements, printing, collating and mailing to

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

Ald. Gelhard requested additional clarification to the brush pick-up article.

Based upon the recommendation of the City Administrator, motion was made by Ald. Whitaker, seconded by Ald. Goldberg, to approve, with corrections and additions, the content for the Fall City Newsletter and to forward the newsletter to LPi Liturgical Publications for insertion of the advertisements, printing, collating and mailing to Glendale residents and businesses. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

II. File No

Communication from Director of City Services, David Eastman, re: Payment 1 to Globe Contractors, Inc. for N. Port Washington Road water main replacement project.

Based upon the recommendation of the City Services Director, motion was made by Ald. Daugherty, seconded by Ald. Shaw, to approve Payment #1 in the amount of \$371,560.20 to Globe Contractors, Inc. for N. Port Washington Road water main replacement project. On Roll Call: Ayes: Ald. Whitaker, Daugherty, Gelhard, Goldberg, Wiese and Shaw. Noes: None. Absent: None. Motion carried unanimously.

III. File No

Communication from City Services Director Dave Eastman, re: Payment 1 to Buteyn-Peterson Construction Company for N. Atwahl Drive water main replacement and street resurfacing project.

Based upon the recommendation of the City Services Director, motion was made by Ald. Gelhard, seconded by Ald. Whitaker, to approve Payment #1 in the amount of \$265,261.85 to Buteyn-Peterson Construction Company for N. Atwahl Drive water main replacement and street resurfacing project. On Roll Call: Ayes: Ald. Whitaker, Daugherty, Gelhard, Goldberg, Wiese and Shaw. Noes: None. Absent: None. Motion carried unanimously.

IV. File No

Communication from City Services Director Dave Eastman, re: Payment 1 and Final to Stark Pavement Corporation for the 2016 street resurfacing project.

Based upon the recommendation of the City Services Director, motion was made by Ald. Shaw, seconded by Ald. Gelhard, to approve Payment #1 and Final in the amount of \$260,244.50 to Stark Pavement Corporation for the 2016 street resurfacing project. On Roll Call: Ayes: Ald. Whitaker, Daugherty, Gelhard, Goldberg, Wiese and Shaw. Noes: None. Absent: None. Motion carried unanimously.

- V. File No _____
Communication from Deputy City Administrator, Rachel Reiss, re: Updates to the Employee Handbook.

The handbook was approved in 2013. The three changes identified coincide with city practice.

Based upon the recommendation of the Deputy City Administrator, motion was made by Ald. Whitaker, seconded by Ald. Goldberg, to approve the Employee Handbook amendments as presented. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg, and Shaw. Noes: None. Absent: None. Motion carried unanimously.

UNFINISHED BUSINESS.

- VI. File No _____
Discussion of Veteran's Memorial (Laid over from July 25th Council Meeting).

Ald. Wiese distributed examples of community Veteran Memorials. The Council discussed the options of the memorial including the inclusion of names on a monument versus paver bricks as well as the limitation of honoring only those who have served in the military and have lived in Glendale. Ald. Wiese also advised that he has been in touch with the local American Legion to request their assistance in determining the names of individuals that may be included. Ald. Whitaker inquired if the monument would fit into the budget. Ald. Wiese did not have any expense information on the monument or brick pavers.

Motion was made by Ald. Shaw to design the Veteran's Memorial to include brick pavers. The motion did not receive a second and died.

Motion was made by Ald. Wiese, seconded by Ald. Gelhard, to approve the conceptual design of the Veteran's Memorial to include monuments with names to be engraved of those who served followed by the designated conflict they served in and limit the names to only those individuals that have lived in the City of Glendale at some point in their life. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg. Noes: Shaw. Absent: None. Motion carried unanimously.

- VI. File No _____
Discussion of requesting names for one of the park venues (laid over from August 8th Council Meeting).

Ald. Wiese reviewed this item was returning to the Council to approve the amount of the incentive for participating in the contest. Attorney Fuchs informed the Council that since there is no entry fee, the contest can be open to minors.

Motion was made by Ald. Daugherty, seconded by Ald. Wiese, to approve the proposed contest for the naming of the park venues and offer \$100 Bayshore Town Center gift card to each of the winners. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

NEW BUSINESS.

VII. File No

Resolution authorizing the selection of the high deductible health insurance plan for the Police Association Membership.

This item was removed from the agenda, no action taken.

RECEIPT OF MONTHLY DEPARTMENTAL REPORTS.

Motion was made by Ald. Whitaker, seconded by Ald. Shaw, to place the monthly departmental reports on file. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously.

COMMISSION, COMMITTEE AND BOARD REPORTS.

Several Council members briefly reported on the activities of the various Commissions, Committees and Boards they serve on.

CLOSED SESSION.

Motion was made by Ald. Shaw, seconded by Ald. Whitaker, to convene in Closed Session per Section 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of City employees. Ayes: Ald. Whitaker, Daugherty, Gelhard, Goldberg, Wiese and Shaw. Noes: None. Absent: None. Motion carried unanimously.

REPORT OUT OF CLOSED SESSION.

Motion was made by Ald. Whitaker, seconded by Ald. Gelhard, to reconvene in Open Session. Ayes: Ald. Whitaker, Daugherty, Gelhard, Goldberg, Wiese and Shaw. Noes: None. Absent: None. Motion carried unanimously.

In closed session, motion was made by Ald. Wiese, seconded by Ald. Daugherty to approve a three year labor contract (2016-2018) with the Police Association. Ayes: Ald. Whitaker, Daugherty, Gelhard, Goldberg, Wiese and Shaw. Noes: None. Absent: None. Motion carried unanimously.

ADJOURNMENT.

There being no further business, motion was made by Ald. Daugherty, seconded by Ald. Gelhard, to adjourn the meeting. Ayes: Ald. Whitaker, Daugherty, Gelhard, Wiese, Goldberg and Shaw. Noes: None. Absent: None. Motion carried unanimously and adjournment of the Common Council was ordered at 6:54 p.m. until Monday, September 12, 2016 at 6:00 p.m.

Richard E. Maslowski
City Administrator

Recorded: August 23, 2016

4a / 9-12-16

Reiss, Rachel

From: Richard W Wiese <dwiese@intersol-wisc.com>
Sent: Wednesday, August 24, 2016 3:22 PM
To: Reiss, Rachel
Subject: Message from JCI to be read at the Council meeting

Hi Rachel,

A letter from Grady Crosby at JCI has just been received. Please add this item to the next Council meeting agenda as I will read this letter into the record, and per his verbal request will then present each Council member and City staff with a copy of this letter.

Regards,

Dick Wiese

4b/9-12-16

Memorandum

To: Richard Maslowski, City Administrator
From: Dave Eastman, Director of City Services
Date: August 29, 2016
Re: Bid results for the standpipe booster pump upgrade project. Project numbers 645-W-16, and 645-P-16.

Please find listed below the bid results for the standpipe booster pump upgrade project. I recommend awarding the contract to J. F. Ahern Company in the amount of \$558,800.00.

- | | |
|-------------------------------|---------------------|
| 1. J. F. Ahern Company | \$558,800.00 |
| 2. NEXT Electric, Inc. | \$579,100.00 |

FISCAL IMPACT STATEMENT

Item: 4b

Amount Requested: \$558,800.00

Budget: \$410,000.00 – Water Utility Capital Budget

Comments: Engineer's estimated cost for the project was the budgeted amount. The Engineer's report did not include the cost for a generator, which is required by the WDNR. The additional costs will be funded by the Water Utility Fund.

Recommendation: Award contract to the low bidder, J.F. Ahern Company

Rachel Reiss, Deputy City Administrator

August 30, 2016

4c/9-12-16



Office of the City Treasurer
5909 N. Milwaukee River Parkway
Glendale, WI 53209-3815
(414) 228-1759

MEMORANDUM

To: Mayor and Common Council
From: Linda DiFrances, City Treasurer
Date: September 1, 2016
Subject: Property Tax Refund - Parcel #160-9007, 6151 N. Baker Road

U.S. Bank NA filed an objection to the 2015 manufacturing real estate assessment of the above-referenced parcel with the State of Wisconsin State Board of Assessors on July 24, 2015. This reviewing authority did not complete its work prior to the time set for establishing the 2015 tax rate. As a result, the tax bill was based upon the contested value in accordance with Wis. Stats. §70.511(1). U.S. Bank NA paid the entire tax bill when due, even though the assessment was later reduced.

In accordance with Wis. Stats. §70.511(2)(b) U.S. Bank NA has now filed a claim with us for a refund of the excess amount. It is the municipality's responsibility to refund the full amount of tax overage to the property owner. The municipality is then allowed to file a Request for Chargeback of Rescinded or Refunded Taxes to recoup the other taxing jurisdiction's share of the refunded tax.

The tax amount to be refunded is \$8,449.36, plus interest of \$6.33 equals a total refund of \$8,455.69. The portion that would be charged back to the other taxing jurisdictions will be approximately \$6,309.30 and the City's portion will be approximately \$2,146.39.

The deadline for filing a chargeback request is October 1. Each other taxing jurisdiction must then pay the municipal treasurer the amount owed by February 15 of the following year. I recommend issuing an immediate refund so that we may file for the chargeback at the earliest opportunity prior to October 1, 2016. As a result, we would receive reimbursement from the other taxing jurisdictions by February 15, 2017 rather than waiting another cycle for reimbursement in 2018.

I respectfully request your approval to issue a refund in the amount of \$8,455.69 to U.S. Bank NA.

Rec'd. 8-26-16



AMERICA'S PROPERTY TAX ADVISOR

August 23, 2016

CLAIM FOR REFUND PURSUANT TO WIS. STAT. § 70.511

By USPS

Karen Coillard, Clerk
City of Glendale
5909 N. Milwaukee River Pkwy.
Glendale, WI 53209-3815

Dear Clerk:

Re: Tax Parcel No. 160-9007-000;
State Identification No. 77-40-231-
R000036855

Now comes Claimant, U.S. Bank NA, as Trustee, owner of parcel no. 160-9007-000, State Identification No. 77-40-231-R000036855 (the "Property") in Glendale, Wisconsin, by Claimant's Authorized Agent, John O'Neil, Marvin F. Poer and Co. and files this Claim for Refund Pursuant to Wis. Stat. § 70.511 against the City of Glendale (the "City"). You hereby are directed to serve any notice concerning this Claim on the undersigned agent of the Claimant.

1. This Claim is brought under Wis. Stat. § 70.511, for a refund of excessive real estate taxes imposed on Claimants by the City for the tax year 2015 with respect to the Property.
2. Claimant is the owner of the Property, is responsible for the payment of property taxes and the prosecution of property tax disputes involving the Property, and is authorized to file and receive payment on this Claim in their own name.
3. The City is a body corporate and politic, duly organized as a municipal corporation under Wisconsin law, with its principal office located at 5909 N. Milwaukee River Parkway, in the City.
4. The Property is located within the City at 6151 N. Baker Rd., is identified in the City records as Tax Parcel No. 160-9007-000 and is assessed by the Wisconsin Department of Revenue ("DOR").

2211 York Road Suite 222 Oak Brook, IL 60523 630-573-7830 Fax 630-573-1178 Web Site: www.mfpoer.com

Atlanta Boston Chicago Dallas Denver Ft. Lauderdale Houston
Los Angeles New York Orlando Phoenix San Antonio Seattle Washington, D.C.



AMERICA'S PROPERTY TAX ADVISOR

Karen Coillard, Clerk
August 23, 2016
Page 2

5. For 2015, property tax was imposed on property in the City at the net rate of 26.183325 per \$1,000 of the assessed value for Property.
6. For 2015, DOR set the assessment of the Property at \$1,460,300.
7. The City imposed taxes on the Property for 2015 in the amount of \$38,235.51.
8. Claimant timely paid the property taxes imposed by the City on the Property for 2015, or the required installment thereof.
9. Pursuant to an Agreement dated March 30, 2016, DOR reduced the assessed value of the Property to \$1,137,600 for 2015.
10. Based on the above mill rate and the reduced assessment for 2015, the taxes that should have been levied against the Property were \$29,786.15 for 2015.
11. Claimant is entitled, therefore, to a refund in the amount of \$8,449.36, plus statutory interest, for 2015.
12. The City shall issue a refund in the amount of \$8,449.36, plus statutory interest, payable to U.S. Bank NA, As Trustee, and remitted to the Agent for the Claimant at Marvin F. Poer and Co., 2211 York Rd., Suite 222, Oak Brook, IL 60523.

Dated this 23rd day of August, 2016.

Sincerely yours,

A handwritten signature in cursive script that reads "John O'Neil".

John O'Neil
Agent for Claimant

STATE BOARD OF ASSESSORS
NOTICE OF DETERMINATION

COPY

US BANK NA, AS TRUSTEE, PETITIONER
APPEAL NO. 77-014-REO-15
STATE IDENTIFICATION NO. 77-40-231-R-000036855

VS

WISCONSIN DEPARTMENT OF REVENUE, RESPONDENT

TO:
US BANK NA, AS TRUSTEE
757 N BROADWAY STE 700
MILWAUKEE WI 53202-3612

AND:
KAREN COILLARD - CLERK
C OF GLENDALE
5909 N MILWAUKEE RIVER PKWY
GLENDALE WI 53209-3815

PLEASE TAKE NOTICE that the objection to the 2015 assessment for the above-listed parcel has been reviewed by the State Board of Assessors pursuant to sec. 70.995(8)(a), Wis. Stats., and that this Board has determined that the property in question be assessed as follows:

AGGREGATE RATIO: 0.952927295

	ORIGINAL 2015 FULL VALUE ASSESSMENT	REVISED 2015 FULL VALUE ASSESSMENT	ORIGINAL 2015 EQUATED VALUE ASSESSMENT	REVISED 2015 EQUATED VALUE ASSESSMENT
LAND	\$159,300	\$159,300	\$151,800	\$151,800
IMPROVEMENT	\$1,301,000	\$978,300	\$1,239,800	\$932,200
TOTAL	\$1,460,300	\$1,137,600	\$1,391,600	\$1,084,000

Interest per sec. 70.511(2)(b), Wis. Stats., is applicable.

You shall be deemed to have accepted this determination unless you notify the Wisconsin Tax Appeals Commission of your desire to present testimony before that Commission challenging the assessed value here determined. The proper forms may be obtained by writing or calling:

Wisconsin Tax Appeals Commission
5005 University Ave Ste 110
Madison, WI 53705
(608) 266-1391

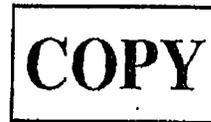
APPEALS MUST BE FILED WITH THE TAX APPEALS COMMISSION WITHIN 60 DAYS OF THE DATE ON THIS ORDER as set forth in sec. 73.01(5), Wis. Stats.

Dated at Madison, Wisconsin, this 30th day of March 2016.

cc: JOHN O'NEIL
MARVIN F POER & CO
2211 YORK RD STE 222
OAK BROOK IL 60523-4024
Bonnie Jorstad, WI Tax Appeals Commission
Milwaukee Manufacturing & Utility District Office

STATE OF WISCONSIN
STATE BOARD OF ASSESSORS
By: 
Timothy J. Drascic, Chairman

In accordance with sec. 70.995(8)(a), Wis. Stats., determinations made by the Wisconsin State Board of Assessors (BOA) may be appealed by both the taxpayer and the municipality. Appeals must be made to the Wisconsin Tax Appeals Commission within 60 days of the issuance date of the Board of Assessor Determination. The Tax Appeals Commission will contact you after receiving the appeal. If you need to confirm that there is no further appeal, the Tax Appeals Commission contact number is (608) 266-1391.



If an appeal is filed to the BOA, state statutes require you to do the following:

Assessed Value

Municipality

- If the assessed value is **sustained** - no further action is required.
- If the assessed value is **reduced**, after the delivery of the equated assessment roll, change the equated assessment roll value for the appropriate year using the procedure found in sec. 70.48, Wis. Stats.
- If the assessed value is **increased**, after delivery of the equated assessment roll, the Wisconsin Department of Revenue (DOR) will add the value as omitted property on the next year's roll.

Note: When the appeal is ultimately resolved, remove the appeal pending notice from the original equated assessment roll.

Property Tax

Taxpayer

- If the assessed value is **sustained**, no further action; no change in taxes.
- If the assessed value is **reduced**, and your tax bill was based on the reduced assessment, no further action is required.
- If the assessed value is **reduced**, and your tax bill was based on the original assessment, sec. 70.511, Wis. Stats., applies. Send a claim for a refund of excess taxes paid plus interest, by November 1, to the municipal clerk. (If a further appeal produces an additional change, DOR will notify you of that change).
- If the assessed value is **increased**, and your tax bill was based on the original assessment, DOR will send you a Notice of Omitted Property Assessment (during the next assessment year) for the increase, and the municipality will bill you for the additional taxes on the next tax roll.

Municipality

- If the assessed value is **sustained**, no change in taxes.
- If the assessed value is **reduced**, and the tax bill was based on the original assessment, refund the taxes and interest in response to the taxpayer's claim. If the taxpayer files the claim on or before November 1, you must pay the refund by the following January 31. If taxes are refunded, the municipality may proceed under sec. 74.41, Wis. Stats., and file an "Inquiry Related to Rescinded or Refunded Taxes" (Form PC-201) with the DOR. Before you electronically submit Form PC-201 (<http://www.revenue.wi.gov/forms/govtvc/pc-201.pdf>), the amount of the rescinded/ refunded tax must have been \$500 or more or your tax district must have accumulated a total of at least \$5,000 of rescinded/refunded taxes which were levied for the same year. Questions regarding Form PC-201 can be emailed to igs@revenue.wi.gov.
- If the assessed value is **increased**, and the tax bill was based on the original assessment, there is no change in original taxes. DOR will provide you with an Omitted Property Assessment Notice and Roll (with the next equated assessment roll).

Interest

Municipality

- If the assessed value is **reduced**, and the tax bill was based on the original assessment, interest must be paid to the taxpayer per sec. 70.511(2)(b) Wis. Stats., "...Interest on the claim shall be paid to the taxpayer when the claim is paid at the average annual discount rate determined by the last auction of 6-month U.S. treasury bills before the objection per day for the period of time between the time when the tax was due and the date that the claim was paid. If the taxpayer requests a postponement of proceedings before the reviewing authority, interest on the claim shall permanently stop accruing at the date of the request. If the hearing is postponed at the request of the taxpayer, the reviewing authority shall hold a hearing on the appeal within 30 days after the postponement is requested unless the taxpayer agrees to a longer delay. If the reviewing authority postpones the hearing without a request by the taxpayer, interest on the claim shall continue to accrue. No interest may be paid if the reviewing authority determines under s. 70.995(8)(a) that the value of the property was reduced because the taxpayer supplied false or incomplete information...". If the exception applies, it will be noted on the face of this determination.
- Interest rates can be found at the Federal Reserve Board: H.15 Release - Selected Releases and Historical Data (<http://www.federalreserve.gov/releases/h15/data.htm>)

**A RESOLUTION AUTHORIZING REFUND OF TAXES DUE TO DELAYED
DETERMINATION MADE BY THE WISCONSIN STATE BOARD OF ASSESSORS
AND AUTHORIZING CHARGE-BACK**

WHEREAS, U.S. Bank NA, As Trustee, was the petitioner in objection to the 2015 assessment of real property in the City of Glendale, described as follows: Lot 3, Certified Survey Map No. 1234, NW¼ Section 18, Township 8 North, Range 22 East, more commonly known as 6151 N. Baker Road, Tax Key Number 160-9007; and,

WHEREAS, the Wisconsin State Board of Assessors had not completed their review prior to the time set for establishing the 2015 tax rate; and,

WHEREAS, under Wis. Stats. §70.511, the tax bill was based on the contested value, a tax bill was sent to, and paid by U.S. Bank NA, As Trustee, the entity subject to the tax levy; and,

WHEREAS, under Wis. Stats. §70.511, the taxpayer has submitted a timely claim for a refund of the excess taxes paid plus interest; and,

WHEREAS, Wisconsin law provides a procedure for the municipality to charge-back a portion of the refunded taxes and interest under Wis. Stats. §74.41(1)(b);

NOW, THEREFORE, BE IT RESOLVED, that the tax due, listed in Bill No. 8001, in the total amount of \$38,235.51, is determined to be in error, and that the correct amount is \$29,786.15, and is thus excessive in the sum of \$8,449.36; and

BE IT FURTHER RESOLVED that interest shall be paid at the average annual discount rate determined by the last auction of 6-month U.S. treasury bills before the objection (.12% in July, 2015) per day for the period of time between the time the tax was due (January 31, 2016) and the date that the claim is paid (September 15, 2016) which amounts to \$6.33; and

BE IT FURTHER RESOLVED that the Treasurer of the City of Glendale is further directed to carry out the procedures required under the afore-referenced statutes to refund and charge back the sum of \$8,455.69.

PASSED AND ADOPTED _____, 20____.

CITY OF GLENDALE

Bryan Kennedy, Mayor

Countersigned:

Karen L. Couillard, City Clerk

4d / 9-12-16

August 17, 2016

Mr. Richard Maslowski
City Administrator
City of Glendale
5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209

Re: Nicolet High School's Request to Facilitate a Homecoming Bonfire

Dear Mr. Maslowski:

Our student council homecoming committee is intensely involved with planning a number of fun-filled, spirited and safe activities for our students, staff, alumni, and the Nicolet Community for the week of Oct. 4 – Oct. 7.

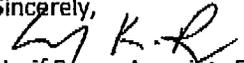
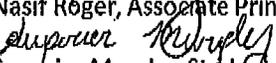
To begin this week of festivities, the committee would like to host a bonfire event after our powder puff football games on Sunday, October 2nd from 6:15 p.m. until 7:15 p.m. We are proposing that the burn take place at the center of our junior varsity softball diamond. This site has always been our designated area. Appropriate adult chaperone supervision will be provided throughout the event and we will follow all guidelines stipulated by the City of Glendale and the North Shore Fire Department.

To end out our spirit week, the committee would like to host a parade leading into our tailgate and homecoming football game. The setup would commence at 4:00 p.m. on October 7th and the parade would start at 4:30 p.m., lasting until about 5:30 p.m. The route we are proposing would include Daphne Road, Jean Nicolet Road, and the wider Nicolet campus grounds. We would be sure to coordinate with all our participants and make sure that they have legal drivers operating their cars, if they choose to use them. Officer Kelly DeJonge and Nicolet Facilities Director, Brian Reiels, will assist in the coordination of this event.

Consequently, we are calling on you to obtain the authorization from the City of Glendale to hold the bonfire and small parade on the aforementioned dates, times, and locations.

Your support with respect to this matter is greatly appreciated.

Sincerely,


Nasif Roger, Associate Principal

Superior Murphy, Student Coordinator

Reiss, Rachel

From: R Whitaker <Rwhitaker@nsfire.org>
Sent: Monday, August 29, 2016 8:47 AM
To: Czarnyszka, Thomas; Reiss, Rachel
Subject: RE: Nicolet Request

We are also.

Robert C. Whitaker
Fire Chief
North Shore Fire/Rescue
4401 W. River Lane
Brown Deer, WI 53223
Office: (414) 357-0113
Fax: (414) 357-2158
rwhitaker@nsfire.org



From: Czarnyszka, Thomas [<mailto:T.Czarnyszka@glendale-wi.gov>]
Sent: Monday, August 29, 2016 8:38 AM
To: Reiss, Rachel; R Whitaker
Subject: RE: Nicolet Request

PD is okay with the bonfire request.

tc

From: Reiss, Rachel
Sent: Friday, August 26, 2016 3:32 PM
To: [Rwhitaker@nsfire.org](mailto:rwhitaker@nsfire.org); Czarnyszka, Thomas
Subject: Nicolet Request

Good afternoon,

Attached is a request from Nicolet High School for the Homecoming Bonfire. Please review and comment.

Thank you!

Rachel A. Reiss
Deputy City Administrator
City of Glendale
5909 N. Milwaukee River Parkway
Glendale, WI 53209

STATE OF WISCONSIN

Milwaukee County }
 } ss.
City of Glendale }

4e/9-12-16

Permit Fee Paid \$ <u>10.00</u>	Receipt # <u>166791</u>
Date Issued _____	Permit # _____

APPLICATION FOR SPECIAL GATHERING PERMIT

Auxiliary Questionnaire on the reverse side of this application must also be completed!

Note: The Glendale Police Auxiliary no longer provide security services for events licensed under the Special Class "B" provision of the Glendale Code. Event sponsors and organizers should consider contracting with a private security provider after taking into account the time, place, number of persons, impact upon traffic and public safety and the nature and type of gathering.

THE UNDERSIGNED HEREBY APPLY TO THE CITY OF GLENDALE FOR A SPECIAL GATHERING PERMIT:

Applicant is (check one): Individual Partnership Corporation L.L.C. L.L.P.
 Other (explain):

Name(s) of Individual; All Partners; OR Corporate Officers (Full First, Middle & Last Name)	Title	Home Address	Post Office & Zip Code	Date of Birth	Phone Number
Peggy Ellen Boris	President/Member	4514 Bartlett, Shorewood WI	53211-5601		
Cathy Pieper	Vice-Pres./Member	5565 Shoreland ⁵³²¹¹	53217 WB		
Cathy Shrew	Secretary/Member	6917 N. Barnett Ln.	53217 FOX		
Michael Sikorski	Treasurer/Member	5332 W Harvard Pr.	53132 Medi		
Quenther Behre	Premises Manager	7735 N. Berwyn Ave.	53209 Glendale		

Trade Name: Bavarian Soccer Club-Fields Telephone Number: 414-915-6554

Address of Licensed Premises: 700 W. Lexington Blvd. Glendale

Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? Yes No

Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No

Describe building or buildings where alcohol beverages are to be served. You must include all rooms, including living quarters, if used, for the sales, service and/or storage of alcohol beverages are records:

Date of Event:	Starting Time:	Ending Time:	# of Persons Expected to Attend
<u>Sept. 16-17-18/2016</u>	<u>6PM-8PM</u>	<u>9PM</u>	<u>50+</u>

Subscribed and sworn to before me this 31st day of August, 2016

Notary Public: Andrew Barto

My commission expires: 6/1/19

Signature of President, Partner or Individual: Quenther Behre

Signature of Secretary or Partner: _____

Signature of Agent or Additional Partner: _____

STATE OF WISCONSIN

Milwaukee County }
 } ss.
City of Glendale }

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 Other (explain):

Name(s) of Individual; All Partners; OR Corporate Officers (Full First, Middle & Last Name)	Title	Home Address	Post Office & Zip Code	Date of Birth	Phone Number
Peggy Ellen Boris	President/Member	4514 Bartlett, Shorewood WI	53211-Schor.		
Cathy Pieper	Vice-Pres./Member	5565 Shoreland ⁵³²¹¹	53217 WB		
Cathy Slaw	Secretary/Member	6917 N. Barnett Ln.	57217 FOX		
Michael Sikorski	Treasurer/Member	5330 W. Harvard Pr.	53132 Meck		
Quentha Behre	Premises Manager	7735 N. Berwyn Ave.	53209 Glendale		

Trade Name: Bavarian soccer Club-Fields Telephone Number: 414-915-6554

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Describe building or buildings where alcohol beverages are to be served. You must include all rooms, including living quarters, if used, for the sales, service and/or storage of alcohol beverages are records:

Date of Event:	Starting Time:	Ending Time:	# of Persons Expected to Attend
9-30/10-1/10-2/2016	4 PM	9 PM	50+

Subscribed and sworn to before me this <u>31st</u> day of <u>August</u> , 2016 Notary Public: <u>Andrew Marten</u> My commission expires: <u>6/1/19</u>	Signature of President, Partner or Individual <i>Quentha Behre</i>
	Signature of Secretary or Partner
	Signature of Agent or Additional Partner

Milwaukee County }
 } ss.
 City of Glendale }

Permit Fee Paid \$ 10.00 Receipt # 166791
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 Other (explain):

Name(s) of Individual; All Partners; OR Corporate Officers (Full First, Middle & Last Name)	Title	Home Address	Post Office & Zip Code	Date of Birth	Phone Number
Peggy Ellen Boris	President/Member	4514 Bartlett, Shorewood WI	53211-Schor.		
Cathy Pieper	Vice-Pres./Member	5545 Shoreland ⁵³²¹¹	53217 WR		
Cathy Shrew	Secretary/Member	6917 N. Barnett Ln.	53217 FOX		
Michael Sikorski	Treasurer/Member	5330 W. Harvard Pr.	53130 Med		
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Describe building or buildings where alcohol beverages are to be served. You must include all rooms, including living quarters, if used, for the sales, service and/or storage of alcohol beverages are records:

Date of Event:	Starting Time:	Ending Time:	# of Persons Expected to Attend
Oct. 7, 8, 9 - 2016	6PM -	9PM	50+

Subscribed and sworn to before me this 31st day of August, 2016

Notary Public: Andrew Barton

My commission expires: 6/1/19

Signature of President, Partner or Individual: Quentha Behre

Signature of Secretary or Partner: _____

Signature of Agent or Additional Partner: _____

STATE OF WISCONSIN

Milwaukee County }
City of Glendale } ss.

Permit Fee Paid \$ 10,00 Receipt # 166791
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Name(s) of Individual; All Partners; OR Corporate Officers (Full First, Middle & Last Name)	Title	Home Address	Post Office & Zip Code	Date of Birth	Phone Number
Peggy Ellen Boris	President/Member	4514 Burtlett, Shorewood WI	53211-Shor.		
Cathy Pieper	Vice-Pres./Member	5545 Shoreland 53211	53217 WR		
Cathy Shinn	Secretary/Member	6917 N. Barnett Ln.	53217 FOX		
Michael Sikorski	Treasurer/Member	5332 W Harvard Pt.	53132 Mecki		
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Date of Event:	Starting Time:	Ending Time:	# of Persons Expected to Attend
Oct. 14-15-16/2016	6 PM	9 PM	50+

Subscribed and sworn to before me this 31st day of August, 2016

Notary Public: *Andreas Marten*

My commission expires: 6/1/19

Signature of President, Partner or Individual

Guenther Behre

Signature of Secretary or Partner

Signature of Agent or Additional Partner

Milwaukee County }
 } ss.
 City of Glendale }

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Cathy Slaw	Secretary/Member	6917 N. Barnett Ln.	57217 FOX		
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Date of Event:	Starting Time:	Ending Time:	# of Persons Expected to Attend
Oct 21-22-23-2016	9 AM	8 PM	70+

Subscribed and sworn to before me this 31st day of August, 2016

Notary Public: Andrew Barto

My commission expires: 6/1/19

Signature of President, Partner or Individual Guenther Behre

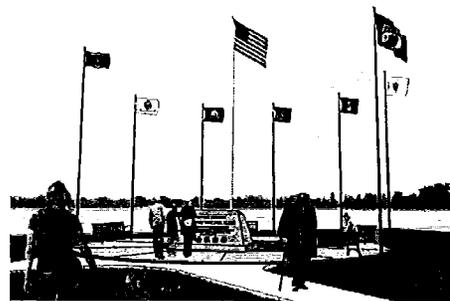
Signature of Secretary or Partner

Signature of Agent or Additional Partner

5a/9-12-16

Glendale's Veteran's Memorial

Sponsored by  Orthopaedic Hospital of Wisconsin



Name Submission Invitation

All military veterans of the City of Glendale are invited to submit their names for the Veterans Memorial being constructed in the Richard E Maslowski Community Park. A deadline of January 31, 2017 has been set so that engraving of the memorial panels can begin. A date for the dedication of the memorial will be announced for Spring, 2017.

Eligible veterans include past and present members of the US armed services, Army, Air Force, Marines, Navy, and Coast Guard, who served in wartime or peacetime since the foundation of Glendale (December 28, 1950) and who hold an honorable discharge.

The cost per name will be \$XXX.XX. Please print and fill out the information form found below and return it to Glendale City Hall, with your payment. All applications must include a copy of Form DD214.

For more information, please contact Anna at the Glendale City Hall (414-228-1705).

Cut along line

YES! WE WOULD LIKE TO HAVE MY OR A NAME PLACED ON THE MEMORIAL.

NAME OF VETERAN OF WAR _____

CONFLICT(S) SERVED _____ YEAR(S) OF SERVICE _____

ADDRESS AT THE TIME OF SERVICE _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

PERSON REQUESTING THE NAME TO BE ADDED: _____

ADDRESS _____ RELATION TO VETERAN _____

CITY _____ STATE _____ ZIP _____ PHONE _____

EMAIL ADDRESS _____

SUBMIT APPLICATIONS TO:

City of Glendale – City Clerk's Office
2909 N Milwaukee River Parkway
Glendale, WI 53209
Phone 414-228-1700

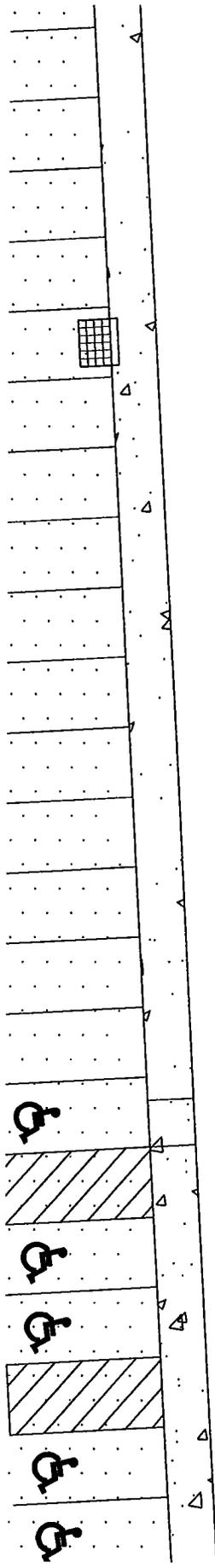
OFFICE USE ONLY

Rcvd: _____

Date: _____

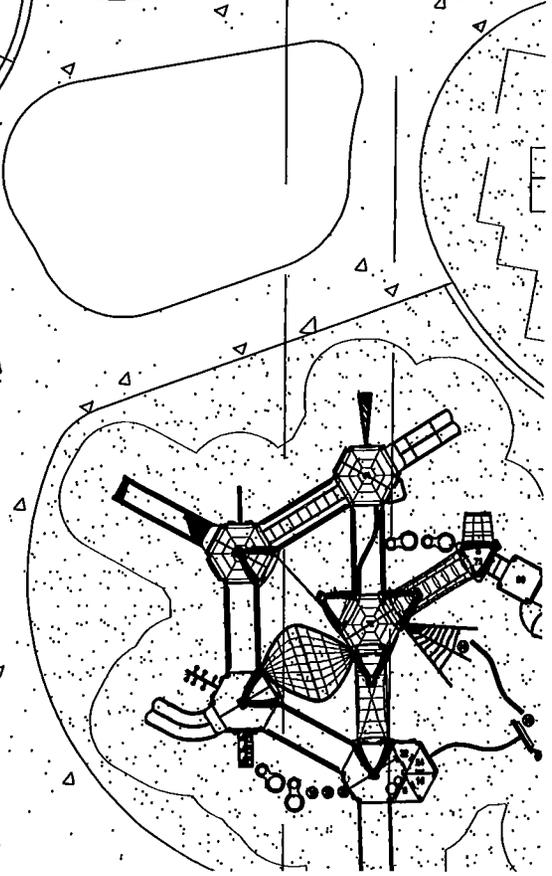
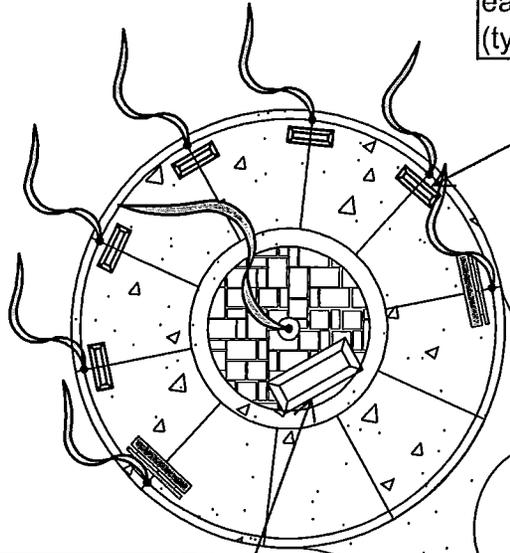
Application # _____

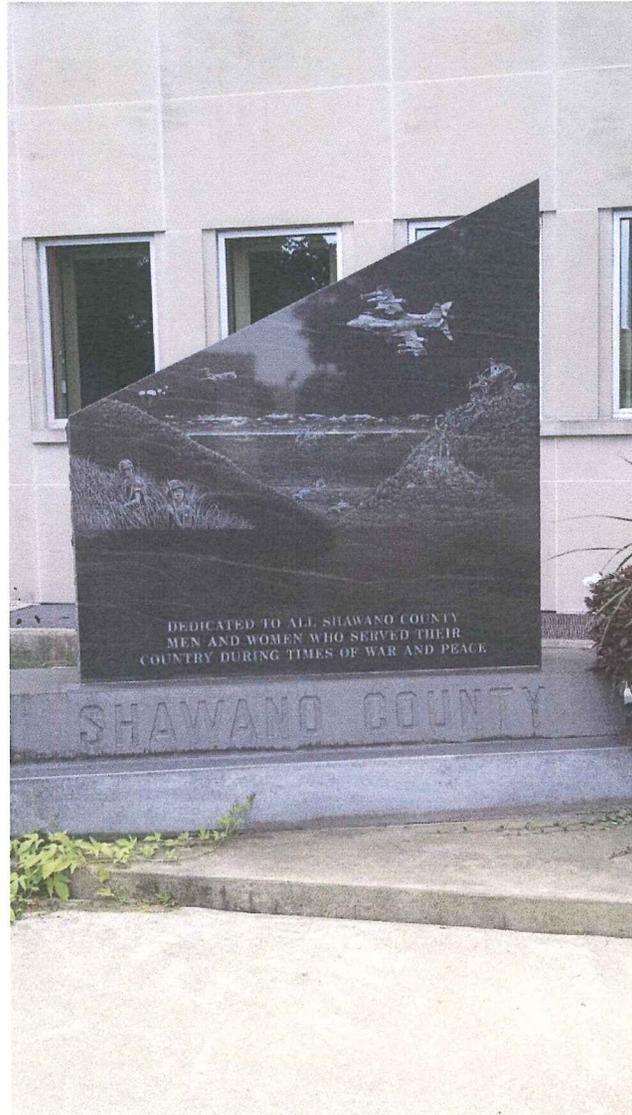
Rcvd By: _____



4' wide x 6' tall
monuments for
each branch
(typical)

Larger monument
in-front of
American Flag.
8' wide by 6' tall







**CITY ADMINISTRATOR
CITY OF GLENDALE, WISCONSIN**

GovHR USA is pleased to announce the recruitment and selection process for a City Administrator on behalf of the City of Glendale, Wisconsin. This brochure provides background information on the City and its organization, as well as the requirements and expected qualifications for the position. Candidates should apply by October 10, 2016 with cover letter, resume, and contact information for five professional references. To apply on-line visit www.govhrusa.com/current-positions/recruitment or to apply via mail send the required information to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3240. The City of Glendale is an Equal Opportunity Employer.

EXECUTIVE SUMMARY

City Administrator, Glendale, WI (pop. 12,870). Progressive, mature, full-service municipality, Glendale is on the banks of the Milwaukee River and within walking distance of Lake Michigan. Immediately north of Milwaukee, Glendale is located along Interstate 43 and is less than 14 miles from Mitchell International Airport. The city is home to many vibrant organizations including Johnson Controls Inc., Cardinal Stritch University and Bayshore Town Center. With more than 800 businesses that provide for a diverse economic base, Glendale is a financially sound community with a daytime population exceeding 50,000.

Established in 1950, the City's history dates back almost 200 years. Glendale's motto – Rich Past, Bright Future – is embodied in the City's strategic balance of residential, commercial, retail and industrial properties. A family-friendly community, Glendale is located in premier school districts. Nicolet High School consistently ranks among the state's top-performing schools. Glendale is a regional leader in economic development as seen in the transformation of a 1950's-era shopping center to the 1.4 million square-foot mixed-use giant that is today's Bayshore Town Center. Growth continues as the Center is entering its second phase.

The City is seeking an experienced, collaborative, strategic-thinking professional with strong leadership and communication skills. A background in intergovernmental collaboration is important, as a number of City services are provided in cooperation with neighboring communities. A record of visibility in the community, proven financial/analytical and human

resources skills is required. Experience in community planning and economic development is a plus. The City has 73 full-time employees, an \$18 million budget (excluding TIF debt), and is rated AA2.

Candidates must have a minimum of a BA in public or business administration, or engineering. Five or more years of increasingly responsible municipal executive-level experience is required. Assistant administrator experience in a larger community will also be considered. A Master's degree in public administration, business administration or other advanced executive level training such as ICMA Credentialed Manager is preferred.

Candidates must possess proven managerial, interpersonal, and leadership skills to direct a customer-oriented organization serving a diverse community. The recently retired City Administrator served the City in that role for 37 years. Starting salary range: \$120,000 – \$135,000 +/- DOQ.

COMMUNITY HISTORY AND BACKGROUND

Potawatomi Indian villages once stood on land that is now Glendale. In 1833, the Potawatomi and Winnebago tribes ceded their land to the United States government and moved west to the banks of the Mississippi. Before then, only a handful of settlers, traders and trappers occupied the area. Soon after, more settlers, spurred on by the prospect of cheap land, rich soil, and a favorable climate, began to arrive from the east. European immigrants, mostly German, settled in the area.

The area which is Glendale today was in the Town of Milwaukee. In 1836, the Town became a part of Milwaukee County in Wisconsin Territory. The Town's first public school was built in the late 1840s on the east side of the Milwaukee River. When Wisconsin became a state in 1848, the area was solidly fixed as a part of the Town of Milwaukee and remained that way until after World War II.

Before the Town of Milwaukee built its first meeting hall in 1872, town fathers met in a gristmill on the west bank of the Milwaukee River, near the waterfall in present day Kletzsch Park. The City has preserved the first Town of Milwaukee Hall. The 1872 landmark structure stands amid the modern complex of government buildings on North Milwaukee River Parkway.

The City of Milwaukee which borders Glendale to the south, resisted Glendale's first efforts to incorporate in 1946. Glendale won a lengthy court battle after the census of 1950, and incorporated as a city on December 28, 1950, with a population of 3,100. At the time of incorporation, Glendale was a growing community with early commercial development, heavy industry, some agriculture, and residential neighborhoods of single-family homes.

Today, Glendale's population nears 13,000. As Glendale plans for the future, the heritage of the past is preserved and the City is a dynamic commercial and business center, as well as a family-friendly place to live. (Source: City of Glendale Website)

The City is enviably located on major thoroughfares including Interstate Highway 43 and several state and county trunk highways including Green Bay Avenue, Mill Road, Good Hope Road and Port Washington Road. The City is also served by freight railroads and General Mitchell International Airport, which is 15 minutes to the south. The City is adjacent to the City of Milwaukee and is 90 miles north of Chicago.

Major employers in the City of Glendale by number of employees (full and part-time), include Bayshore Town Center (2,575); Johnson Controls - Corporate Batteries Group (1,000); Columbia-St. Mary's Hospital (551); Aurora Advanced Healthcare (551); Cardinal Stritch University (290); DCI Marketing (250); Golden Living Center - Colonial Manor (244); Strattec Security, Corp. (200); Milwaukee Gear Co. (200); and, Nicolet High School (155). Unemployment in Glendale, at 3.8%, is below the state and national averages.

A signature feature in Glendale is Bayshore Town Center. A mixed-use development of approximately 1.4 million square feet with anchors such as Kohl's and Boston Store department stores, Bayshore originally started in 1954 as an outdoor strip center, and converted to an enclosed mall in the mid-1970s. After a \$300 million redevelopment 10 years ago, Bayshore today is the leading employer in the City. Its redevelopment was made possible through a direct partnership with the City, an effort that took years of planning plus state legislative changes which the City championed. A second phase on the north end of the development is planned, including the demolition of the original, and now-closed, Sears store. Business Journal writers report that a Nordstrom Rack is earmarked for the spot.

Johnson Controls, Inc., a Fortune 500 multi-national firm employing more than 117,000 people worldwide, produces automotive parts, batteries and electronics, and smart-building technology, is headquartered in Glendale. It recently merged with Tyco International. With the merger, according to Johnson Control's Chairman and CEO Alex Molinaroli in news reports, the company's operational headquarters will remain in Glendale.

There are 5,815 households in Glendale. A wide variety of housing sizes, styles and price ranges are available throughout the community. The median income for a household in the City was \$60,437, and the median income for a family was \$78,662. The median home value is \$208,200 based on 2014 U.S. Census data.

The racial makeup of the City is approximately 79% White, 14% African American, 3% Asian, and 4% from other races. The median age of Glendale's population is 46.8 years. The neighboring City of Milwaukee has more than 600,000 residents, and the Milwaukee Metropolitan Statistical Area has a population of more than 1.5 million.

The City encompasses almost six square miles. Glendale has a mix of industry and commercial sites in addition to residential areas. The southern part of the city is mainly industrial and higher-density residential, while the northern part of Glendale is lower density residential.

Significant open space features located in the City are Lincoln and Kletzsch Parks, both operated by Milwaukee County. The 118-acre Kletzsch Park's history as a public park dates to 1918, and its adjacency to the Milwaukee River has made it attractive for fishing and other water sports for almost a century. The park also includes activity fields, ball diamonds, pavilions, and other recreational venues. Lincoln Park, with more than 310 acres along the Milwaukee River, features a nine-hole golf course originally designed in the 1920s and updated since. The City's first park, the Richard E. Maslowski Glendale Community Park (named after the newly retired City Administrator), is under development in cooperation with Nicolet High School.

Community residents have a choice of both public and private elementary and high schools. Glendale is served by three school districts – two grade school districts, Maple Dale-Indian Hill School District and the Glendale-River Hills School District; and one high school district, Nicolet. Nicolet High School is an award-winning, high-achievement school that is considered one of the premier high schools in the metropolitan area. With an enrollment of more than 1,300, Nicolet in 2015 was named to *Newsweek's* list of the top 500 high schools in America. Also in 2015, Nicolet was named by *U.S News & World Report* as one of the "Best High Schools" in the nation. According to the school, Nicolet students are accepted to UW-Madison at the highest rate of any public high school in Wisconsin. Private and parochial school choices can also be found in Glendale and neighboring communities.

Cardinal Stritch University, founded in 1937, has been located in Glendale, and its neighboring community Fox Point, since the early 1960s. Cardinal Stritch is a Roman Catholic university with more than 3,800 students. The university offers more than 60 fields of studies.

In addition to Stritch, the greater Milwaukee area offers a wide variety of higher education opportunities. Chief among them include the University of Wisconsin – Milwaukee, with a student enrollment of more than 27,000, with the largest schools of Architecture, Nursing, and Health Sciences in the State. Other noteworthy institutions include Marquette University, a private, Jesuit-run school of 11,000 students. Alverno College and Concordia University also offer undergraduate and graduate studies. Technical and two-year vocational programs are offered through the Milwaukee Area Technical College, with campuses in nearby Milwaukee and Mequon.

Award-winning healthcare is easily found throughout the greater Milwaukee area, and in Glendale. Residents have access to six major medical systems including Aurora Health Care (1,755 inpatient beds); Wheaton Franciscan Healthcare (975 inpatient beds); Froedtert Health (712 inpatient beds); Columbia St. Mary's (613 inpatient beds); ProHealth Care (411 inpatient beds) and Children's Health System (296 inpatient beds). Among these systems, Columbia St. Mary's administrative headquarters is located in Glendale. The City is also home to clinics

operated by Aurora Advanced Healthcare, Columbia St. Mary's Clinic, Wheaton Franciscan Healthcare, as well as the Orthopedic Hospital of Wisconsin.

Glendale, and the surrounding greater Milwaukee area, provide many opportunities to enjoy world-class art and culture. The area claims a number of theater companies, the Milwaukee Symphony Orchestra, the Milwaukee Ballet Company, and numerous arts organizations. Cultural attractions including the Milwaukee Art Museum, home to more than 30,000 works of art.

A tradition of excellence in exhibits, education, collections and research has been the hallmark of the Milwaukee Public Museum since it was established in 1882. The Milwaukee area has several museums designed specifically for children and young adults, including the Betty Brinn Children's Museum, and Discovery World at Pier Wisconsin, a science and technology museum designed for young adults.

Other offerings include the Milwaukee County Zoo, one of the top zoological parks in the nation. Theater-goers have access to Broadway and off-Broadway shows held at the Marcus Center for the Performing Arts. Music lovers will find plenty of options available throughout the year, including Milwaukee's annual Summerfest. The largest outdoor music festival in the country recently celebrated its 50th year.

For sports enthusiasts, the area offers year-round events including professional baseball (Milwaukee Brewers), professional basketball (Milwaukee Bucks), professional hockey (Milwaukee Admirals), professional soccer (Milwaukee Wave), collegiate basketball (Marquette and UW-Milwaukee) and auto racing (Milwaukee Mile). (Source: Discover Milwaukee)

Local events and celebrations in Glendale include the City's annual 4th of July celebration held in Kletzsch Park, a day-long festivity featuring a hometown parade, games and activities, two stages of music, and fireworks. Music in the Glen, a summer concert series, has been a seasonal highlight for residents for more than 25 years. More community events are planned around the new Richard E. Maslowski Glendale Community Park.

CITY GOVERNMENT IN GLENDALE

The City of Glendale is incorporated with the powers of a municipality and governed under the provisions contained in the Wisconsin State Statutes. The City operates under a Mayor - Common Council – City Administrator form of government.

The legislative body of the City is the Common Council, which consists of six Alderpersons elected by district for overlapping two-year terms. The Mayor is elected separately for a three-year term, which will expire in April 2018. The Mayor is serving his first term, and has been an active community resident for more than 16 years, including school board representation. Members of the Common Council have various lengths of tenure as Alderpersons, with some on the Council for almost 30 years, and others serving a first term.

The policies of the City are set by the six-member Common Council and the Mayor. The Mayor only votes in the case of a tie or when he wishes to exercise his veto power.

The City Administrator is an appointed official and serves as the Chief Administrative Officer of the City. The City Administrator manages the day-to-day operations of City government, and is the Mayor and Common Council's key point of contact. The City Administrator performs a wide range of duties including the execution of Common Council policies, the recommendation of alternative procedures for improved operating efficiency, and the coordination of departmental efforts toward Common Council goals. The Administrator prepares in coordination with the department heads, the annual City budget for submission to the Common Council. The City Administrator serves in staff support to the City's liaison, or as liaison, to its intergovernmental partners, such as the North Shore Water Commission, and the North Shore Fire/EMS Department, to name a couple examples. The City Administrator is appointed for an unspecified term by the Mayor and the Common Council.

The City provides a full range of municipal services either directly or in concert with neighboring communities. Directly, the City provides police protection, city services (public works operations, community development and inspection services), and general administrative services such as finance, treasury, clerk, and human resources.

There is one Deputy City Administrator, and two Assistant to the City Administrator positions reporting to the City Administrator. These positions oversee all operational functions of the City, except police. The police chief reports to the City Administrator, albeit police chiefs under Wisconsin State Statutes have a reporting relationship to the Mayor as well as the Police & Fire Commission. In Glendale, the police chief works closely with the City Administrator on budgetary matters and other day-to-day administrative efforts.

For many years the City has been a regional leader in promoting, facilitating and negotiating intergovernmental agreements to provide shared municipal services to its residents. That approach has yielded significant cost savings over the years, and has been recognized nationally for innovation. Consequently, municipal services such as fire/EMS, library, potable water, sanitary sewer treatment, and central dispatch are provided in collaboration with neighboring North Shore communities.

The City Administrator is responsible for developing and recommending an annual budget and operating plan for the City. The City's budgets total around \$18 million, including a \$12 million general fund. The City's equalized value exceeds \$2 billion, has outstanding G.O. debt of approximately \$xx million, and is rated AA2.

The City Administrator is also responsible for maintaining strong public relations and intergovernmental contacts, representing the City with business, community, state and federal representatives. The City Administrator also serves as the principal point of contact for economic development projects, and chairs the City's Community Development Authority.

GLENDALE AT A GLANCE

Population: 12,870

Households: 5,815

Equalized Value: \$2+ Billion

FY 2016 General Fund Balance as a % of Revenues: 38 %

Land Area: 5.969 square miles

Median Home Value: \$208,200

Median Household Income: \$60,437

Bond Rating: AA2

Glendale Workforce: 73 full-time equivalent employees (FTEs), of which 48 are police personnel

Total FY 2016 Combined Budgets: \$ 18 million

CHALLENGES AND OPPORTUNITIES

The incoming City Administrator will be faced with a number of challenges and opportunities that are not uncommon for a local unit of government in today's environment. They include:

- The City is in a good financial position, with a fund balance exceeding 38%. Like all Wisconsin municipalities, however, the City's finances are tested by various parameters guiding the generation of new sources of revenues, as well as State of Wisconsin tax levy limits. Adding to the City's financial condition are such factors as the City's involvement in the redevelopment of the Bayshore Town Center, resulting in the City's assertive issuance of TIF debt in the last decade, reaching its statutory limit. The property encompasses 15% of the total value of the City. Accordingly, the next City Administrator is expected to keep a keen eye on the City's finances. He/she can also expect to work closely with the elected and appointed officials in seeking out new sources of revenue as well as continuing to find ways to most efficiently deliver City services.
- Redevelopment in Glendale has been at the forefront of the City's interests within the last several years. As previously mentioned, Bayshore Town Center is a development that has literally, and figuratively, changed the landscape of Glendale as it has added jobs, visitors and value to the City. Additional evidence of the City's interest in being a regional leader in economic development is the recent announcement of Bayshore's plans to redevelop the north end of the center, a change estimated to add another \$90 – 100 million in value. In addition, other mixed uses in the center are anticipated. Plus, plans for townhomes along adjacent Lydell Avenue are also in the works.

These dynamics combined with three business parks in the City totaling 500 acres – Estabrook Corporate Park, Glendale Industrial Park and the Glendale Technology Center

– and another 25 acres on the southern edge of the City ready for development, position the City for more vibrant change. The City desires to complement and balance this growth in commercial development by enhancing its residential sector and seeks to encourage a range of housing options for residents in all stages of life, to the extent possible within its planning envelop. With all these forces at work, it is important for the next City Administrator to have acute knowledge, if not direct experience, in economic development, for the position has functioned as the City's lead person in this area.

- The City has made a significant investment in its infrastructure. Water systems, sanitary sewers and roads have been consistently updated. For instance, the City's annual capital outlay is approximately \$3 million. City officials are in agreement that deferred maintenance makes for poor planning.

Additional evidence of this approach can be found in its recent space study and preliminary engineering to update its Municipal Complex over the next two years, with projected improvements to the City Hall, municipal court and police department to run approximately \$8 – 10 million. The next City Administrator can be expected to appreciate a community that values solid reinvestment in its assets, complementing that appreciation with the financial acumen to keep the City on solid financial footing while accomplishing these goals.

- The Mayor and Common Council are dedicated to progressive, resourceful, and continuous improvement, and the City has a history of creatively and economically providing municipal services. It has done so in a variety of ways, such as contracting out or consolidating services with other municipalities. Along these lines, the new City Administrator is encouraged to look at the municipal organization and over time, evaluate service delivery processes, collaboration, and resource-sharing that continues a tradition of efficiency and innovation.
- The new City Administrator joins a seasoned, long-tenured and highly-regarded team of professionals in the organization. Several department heads are scheduled to, or will most likely, retire during the tenure of the next City Administrator, and he/she will be challenged with recruiting and filling key staff positions that reflect the organization's culture of high-output and collegiality. In this same vein, a collaborative management approach among City employees is also encouraged.
- As a suburb of Milwaukee, Glendale enjoys its share of the metropolitan spotlight, with its reputation as a regional leader in economic development and shared services. Yet Glendale at its heart, is a small town with many life-long residents who want solid and affordable municipal services. Citizens have quality service expectations, as demonstrated by a recent customer-satisfaction survey conducted by the City. The next City Administrator should be a passionate advocate for the City, and while not one to seek media attention, still be comfortable having a visible role, easily interacting with and embracing a wide spectrum of residents, individuals, community businesses and

organizations. And amid the higher profile projects, remembering to deliver efficient and effective core services is essential.

- The development of the City's first active-use park, the Richard E. Maslowski Glendale Community Park, is a fulfillment of a decades-long community goal. The project transforms a former landfill site into a multi-generational, sports and civic gathering place. The City is teaming up with the Nicolet School District to provide a space that will ultimately feature an outdoor amphitheater, ball fields, a veterans' memorial, playground equipment and a multi-purpose civic building and plaza. A groundbreaking was held in June 2016. The \$2.7 million project is being funded by means of appropriations from the city and school district, as well as from private and corporate donations. The next City Administrator can expect to work with City and other community leaders to see this project to the finish line.

CANDIDATE QUALIFICATION CRITERIA

The City is seeking highly professional candidates who are passionate about local government. The following education, experience, management, and leadership criteria have been identified by the Mayor, Common Council and City staff as important skills and abilities for the candidates to possess and demonstrate. Starting salary for the position is \$120,000 - \$135,000 +/-, depending on qualifications and experience.

Education and Experience

The City desires candidates who:

- Have a minimum of a BA in public or business administration, or engineering. Five or more years of increasingly responsible municipal executive-level experience is required. Assistant administrator experience in a larger community will also be considered. A Master's degree in public administration, business administration or other advanced executive level training such as ICMA Credentialed Manager is preferred.
- Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming, and budget development and control.
- Have an appreciation for a community that values progressive thinking combined with the know-how for using fiscal resources wisely and judiciously; understand that core services and infrastructure make for a solid community.
- Have experience in economic development and how the City can craft meaningful and sustainable economic development initiatives.

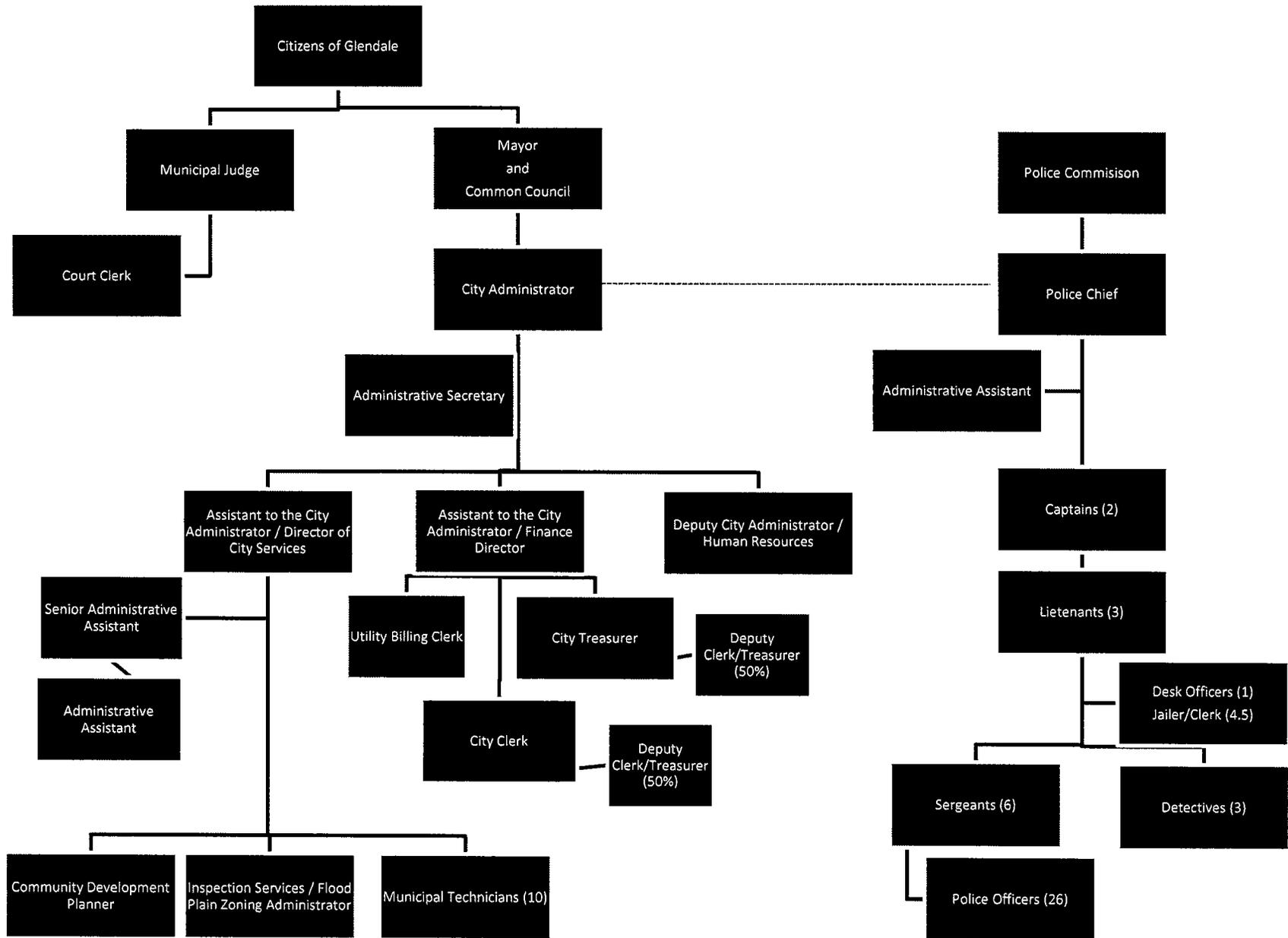
- Are skilled in working with elected officials as a group, and individually; having the ability to work with a group and find its common thread of agreement.
- Are visionary and flexible thinkers; have an open mind that leads one to ask, “How do we make it happen?”
- Have an understanding of community visioning and strategic planning processes; possess the ability to help the Common Council and staff update a long-range vision for the community and then deliver on the plan’s goals and objectives.
- Have demonstrable experience in promoting open and transparent government, measures that seek ways to proactively inform, connect and interact with residents, businesses, and other community stakeholders.
- Have the experience and judgment to recognize the need for change when it arises, and the leadership skills, political perception, technical competence, will and courage to effect such change.
- Have experience in supporting a contemporary human resources program for City employees, developing and maintaining strong work relationships with City staff that builds morale while also holding employees professionally accountable.
- Have experience in intergovernmental relations, working with appropriate local, regional, state, and federal jurisdictions and agencies in a constructive and cooperative manner, presenting and representing City-approved policies in an effective manner.

Management Style and Personal Traits

- Have a background of professional and personal integrity and honesty and of leading and motivating personnel by example.
- Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Mayor, Common Council and staff, being able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

- Be politically savvy, yet politically neutral. Be able to “read the Council,” providing guidance, advice and counsel in a manner that is impeccably objective and based on facts.
- Be an articulate and an effective communicator, both orally and in writing; be someone who is comfortable listening to and talking with a wide spectrum of people; someone who can clearly and concisely present written and oral information to decision makers; willingly share information.
- Be a strong administrative leader and be able to successfully facilitate and assist City staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer range needs of the overall community.
- Be comfortable in delegating responsibility and authority to professional staff as a team player while remaining informed and conversant on the status of all programs and projects.
- Be a self-starter who has the vitality and energy to motivate and lead others; be someone who seeks and enjoys a challenge.
- Possess well developed organizational skills with the ability to balance numerous projects and issues.
- Be a team leader who can coach and develop employees to meet organizational and employee goals; appreciate a work-life balance philosophy.
- Be a “people person,” sincerely personable, patient, calm and accessible. Have a sense of humor.
- Be one who can establish trust quickly with others and one who can relate with all persons in the community. Be one who genuinely embraces diversity.
- Have a genuine enthusiasm for City government, and be willing to have a long-term commitment to the organization.
- Promote a strong, service-oriented, “customer relations” approach by all employees in dealing with citizenry.
- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.

City of Glendale Organizational Chart



Shared Services: North Shore Health, North Shore Library, North Shore Fire/Emergency Medical Services, North Shore Water, Emergency Government, North Shore Central Dispatch, Animal Control

Contracted Services: Assessments, Health Inspection, Building Inspection

60/9-12-16

CITY OF GLENDALE



5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
Telephone (414) 228-1712
Facsimile (414) 228-1724

MEMORANDUM

TO: Common Council
FROM: Bryan Kennedy, Mayor
DATE: September 7, 2016
SUBJECT: Estabrook Resolution

Over the last month or so, I have been asked by the Director of County Parks and by the County Executive if Glendale has a position on the Estabrook Dam. As you know, our Common Council has historically been divided on the issue. Therefore, we have not taken a formal position. The county owns the dam and we have essentially let them call the shots on what they wanted to do with it.

Because Glendale is the community most heavily impacted by the Estabrook Dam, and since a number of neighboring communities, plus MMSD, have already weighed in with their position, it is now time for our City Council to make our voice heard.

In the last year, I have advocated for the county to quit stalling and implement policy. Current policy is repair. My personal viewpoint on Estabrook is that I do not want to continue to allow it to be a divisive issue in our community. I don't care one way or the other what the county does, but ignoring policy, stalling, and waiting for the courts to decide what to do are not methods of effective governance.

I attempted to reach out to all six aldermen and get their opinion on what kind of resolution they would like to see. I said that if a majority supported repair or removal I would work with the city attorney to craft a resolution that the majority would vote for. I was prepared to defend whatever action the Council would take.

I heard from two of you. After some push back by third alderman, no one else would share their viewpoints. With little to go on, I consulted city staff. I asked city staff to make a

recommendation to the Council. Staff recommended that Glendale go on record in support of removal. The draft resolution is attached.

There will not be a period of public comment for this agenda item. The city of Glendale has held many listening sessions, public hearings, and has hosted and participated in a number of county and DNR forums. Members of the Common Council know that the city is divided and you have all heard from constituents on both sides.

A RESOLUTION RECOMMENDING REMOVAL OF ESTABROOK DAM

WHEREAS, there is pending a determination of the County of Milwaukee as to whether the Estabrook Dam should be removed or whether it should be repaired; and

WHEREAS, the issue is also the subject of litigation, and

WHEREAS, the Dam is not located within the City of Glendale, and is beyond the legal authority or jurisdiction of the City of Glendale, and

WHEREAS, either removal of the Dam or, in the alternative, repair of the Dam will affect property owners in Glendale upriver from the Dam, and

WHEREAS, City Staff advises that removal will significantly reduce or eliminate flooding of a large number of homes and possibly facilitate removal of those homes from flood plain status through flood plain map amendments, and

WHEREAS, Staff further has advised the Mayor and Council that the effect of removal will negatively impact a small number of homes by diminishing or eliminating the current water frontage of their lots.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council of the City of Glendale go on record as supporting removal of the Estabrook Dam; and

BE IT FURTHER RESOLVED THAT that the City Clerk is directed to provide and deliver certified copies of this resolution to the Milwaukee County Executive and the Milwaukee County Board of Supervisors.

ADOPTED this ____ day of _____, 2016.

Countersigned:

Bryan Kennedy, Mayor

Karen L. Couillard, City Clerk

This Resolution was drafted by:

John F. Fuchs
City of Glendale Attorney
Fuchs & Boyle S.C.
13500 Watertown Plank Road
Suite 100
Elm Grove, WI 53122

6b/9-12-16

STATE OF WISCONSIN: CITY OF GLENDALE: MILWAUKEE COUNTY

RESOLUTION NO. _____

A Resolution Proclaiming International Migratory Bird Day

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and,

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and,

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and,

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and,

WHEREAS, public awareness and concern are crucial components of migratory bird conservation; and,

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations; and,

WHEREAS, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and,

WHEREAS, hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun; and,

WHEREAS, while IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants; and,

WHEREAS, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City Glendale, Wisconsin, do hereby proclaim September 11, 2016 as International Migratory Bird Day in the City of Glendale and urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and

the world at large.

PASSED AND ADOPTED by the Common Council of the City of Glendale this 12th day of September, 2016.

CITY OF GLENDALE

Bryan Kennedy, Mayor

Countersigned:

Karen L. Couillard, City Clerk

CC/9-12-16

CITY OF GLENDALE



5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
Telephone (414) 228-1712
Facsimile (414) 228-1724

MEMORANDUM

TO: Common Council

FROM: Bryan Kennedy, Mayor

DATE: September 7, 2016

SUBJECT: Drive-Through Restaurants

In the last year the city of Glendale has been approached multiple times by large national restaurant and coffee chains. In each instance, they have been turned away because we have a moratorium on drive-through restaurants. All of the drive-through restaurants that we currently have are located on Port Washington Road, between Marne Avenue and Silver Spring Dr. That stretch of road is heavily traveled, and has a significant number of businesses with in-and-out traffic. There are multiple fast food establishments, a gas station, several banks, car repair places and a sizable number of retail storefronts.

I am asking the council to give a directive to the Planning Commission to reconsider Glendale's moratorium on drive-throughs on Port Washington Road between Silver Spring Dr. and Marne Avenue. Since nearly every lot on that stretch of road is already developed and has customer traffic in-and-out, lifting the moratorium on drive-throughs in that particular area of the city might allow for some businesses to turn over and be redeveloped by one of more of these national chains.

The Planning Commission has the authority to study this concept, hold public hearings, and alter the city's Master Plan, if it deems appropriate.

6cl / 9-12-16

CITY OF GLENDALE



5909 North Milwaukee River Parkway
Glendale, Wisconsin 53209
(414) 228-1717

TO: Glendale Common Council
FROM: Shawn Lanser, Finance Director; Karen Couillard, Clerk
DATE: September 7, 2016
RE: Extended early in-person absentee voting

As you may know, the State of Wisconsin has opened up the dates that residents can in-person absentee vote. Because of this, residents have asked if the City of Glendale will be having "extra" in-person absentee voting days. After being in contact with communities in the North Shore and Milwaukee County, the table below documents area community plans for the November election.

<u>Community</u>	<u>Beginning early?</u>	<u>Extended Hours (dates)</u>
Bayside	9/26 (4 weeks early)	None
Brown Deer	No	27, 28, 2, 3 until 7 PM
Fox Point	No	27, 28, 2, 3 until 7 PM
River Hills	Likely no changes	
Shorewood	No decision until 9/19	
Whitefish Bay	No	Sat 29 th 8-12
Milwaukee	10/10 (2 weeks early)	Yes
Cudahy	No	26, 3, 4, until 7 PM
South Milwaukee	No	None
West Milwaukee	No	2, 3, 4 until 6 PM

Mayor Kennedy requested the City consider extending the in-person voting opportunities. October 25th is the normal start of in-person absentee voting. Extending voting hours to 7 PM on Tuesday, October 25th and Tuesday, November 1st was discussed with the Clerk's office. The morning of Saturday, October 30th may also be an option to consider for additional in-person absentee voting.

Election information is available on the City website. Beginning September 26th, registered voters that complete the Application for Absentee Ballot will be mailed a ballot. Information on in-person voting hours will be posted once finalized. This information has been presented to the Common Council to help determine what (if any) additional in-person absentee voting hours will be available to City residents beyond normal business hours the two weeks prior to the election.



CITY OF GLENDALE
OFFICE OF THE CITY TREASURER

5909 N. Milwaukee River Parkway
Glendale, Wisconsin 53209-3815
Telephone (414) 228-1759
Facsimile (414) 228-1724

September 8, 2016

Mayor and Common Council
City of Glendale

Re: Accounts Payable Register

Council Members:

This is to certify that the Accounts Payable Register, for your approval on September 12, 2016, has been reviewed and checked as to the dollar amount and vendor name on the register and the checks. Both have been found to be correct and ready for your approval for payment. This certification is for checks numbered 37555 to 37630 totaling \$568,461.03 and for prepaid checks numbered 37385 to 37540 and 952 to 977 totaling \$9,068,258.48.

Upon your approval, I will complete final processing of the Accounts Payable Register and issue the checks.

Sincerely,

CITY OF GLENDALE

Linda DiFrances
City Treasurer

Attachments