

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.

Join Zoom Meeting

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Meeting ID: 954 5991 3672

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AGENDA—COMMON COUNCIL MEETING

Monday, January 24, 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 January 10, 2022.
 - b) Approval of Monthly Reports.
 - c) Removal and Appointment of Members to the Convention and Visitors Bureau.
 - d) Appointment of Member to North Shore Fire Rescue Board of Directors and North Shore Water Commission
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) Recommendation of the Legislative, Judiciary & Finance Committee for approval of an Application to Change Agent for Aldi Store #42, located at 6825 N. Port Washington Road, Glendale, WI 53217.
 - b) Review and Approval of Proposal for the Feasibility Study of two potential Glendale Library Sites.
 - c) Review and Possible Approval to Submit Wisconsin Department of Transportation's, Transportation Alternatives Program (TAP) Grant for Proposed Trail Connection from Zip Line Trail, along southside of W. Good Hope Road, east to N. Milwaukee River Parkway for the 2024-2028 Program Cycle.
 - d) Review and Approval of Proposal for Tax Incremental Financing Services and Project Pro Forma Analysis and Developer Negotiations.
 - e) Review and Approval of Documents from Public Administration Associates, LLC for City Administrator Recruitment.
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 (Personnel Performance Review) and Wis. Stats. §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (6801 N. Ironwood Lane).
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-3D
1/24/2022

CONSENT AGENDA

- a) [Adoption of Minutes of Meeting held on January 10, 2022.](#)
- b) [Approval of Monthly Reports.](#)
- c) [Removal and Appointment of Members to the Convention and Visitors Bureau.](#)
- d) [Appointment of Member to North Shore Fire Rescue Board of Directors and North Shore Water Commission.](#)



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Glendale, WI 53209

SUBJECT: Recommendation of the Legislative, Judiciary & Finance Committee for approval of an Application to Change Agent for Aldi Store #42, located at 6825 N. Port Washington Road, Glendale, WI 53209.

FROM: Megan Humitz, City Clerk

MEETING DATE: January 24, 2022

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	Chapter 125
Municipal Code:	7.2

BACKGROUND/ANALYSIS:

The State of Wisconsin requires any business selling alcohol to have an Alcohol Beverage License. The License requires an agent be named to be responsible for all sales. Aldi Store #42, located at 6825 N. Port Washington Road has requested a change of agent.

All background checks have been concluded by the City of Glendale Police Department.

RECOMMENDATION:

All applications are on file in the Clerk's office. The appropriate background checks were completed by the Police Department.

Staff recommends approval of the change of agent to T. Schmitz.

ACTION REQUESTED:

Motion to approve the Application to Change Agent for Aldi Store #42, located at 6825 N. Port Washington Road, Glendale, WI 53217.

ATTACHMENTS:

1. None.



SUBJECT: Review and Approval of Proposal for the Feasibility Study of two Potential Glendale Library Sites

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: January 24, 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 December meeting, gave direction to City staff to obtain proposals on a feasibility study for the two identified Glendale library sites.

Please find listed below the proposal results for the feasibility study.

1. Zimmerman Architectural Studios, Milwaukee, WI \$33,400
2. Kueny Architects, Pleasant Prairie, WI \$7,259

Both firms have an expertise in the design and construction of public facilities including libraries. In the past, I have worked with both firms and have had positive experiences and outcomes.

A third firm, Think Design, was contacted but they declined to submit a proposal.

RECOMMENDATION:

Staff recommends that the City award a contract to Kueny Architects, in the amount of \$7,259.

ACTION REQUESTED:

Motion to accept the low bid and award of contact to Kueny Architects, Pleasant Prairie, WI in the amount of \$7,259 for the feasibility study of two sites for consideration as a potential Glendale library.

ATTACHMENTS:

1. [Kueny Architects proposal](#)
2. [Zimmerman Architectural Studios proposal](#)



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SUBJECT: Review and possible approval to submit Wisconsin Department of Transportation’s Transportation Alternatives Program (TAP) grant for proposed trail connection from Zip Line Trail, along southside of W Good Hope Road, east to N Milwaukee River Parkway for the 2024-2028 program cycle

FROM: Charlie Imig, Director of Public Works

MEETING DATE: January 24, 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:

Over the past few years there has been a growing concern regarding a trail, along the southside of W Good Hope Road, to connect the Zip Line Trail to N Milwaukee River Parkway. Additionally, this proposed connection is identified in the City’s Connecting Glendale 2020 Bicycle and Pedestrian Plan.

Recently, DPW and Engineering staff met with a Traffic Analysis and Design, Inc. (TADI) representative to discuss this connection. TADI has been involved with several City traffic safety programs and the subsequent grant application preparations and submissions.

The Wisconsin Department of Transportation’s (WisDOT), Transportation Alternatives Program (TAP) grant would pay, if approved, 80 percent of the improvements while the City would be responsible for the remaining 20 percent. The grant pays for the design as well. The approximate cost for the project, currently, is around \$3 million. Therefore, the City would be responsible 20 percent of that amount, or \$600,000.

WisDot’s deadline for the next 2022-2026 TAP grant period is January 28, 2022. Subsequently, staff is recommending targeting the next grant period of 2024-2028. That deadline for application submission is January of 2024.

Choosing that date will allow the City the ability to garner Milwaukee County’s support as the proposed trail, which would be located in their right-of-way (ROW). The City will also have to work out details regarding the trail’s operation and maintenance and those related costs. Milwaukee County Parks may be identified as a potential partner as they have also shown this proposed trail as part of their *Northwest Trail Connections Plan*.

A better understanding of stakeholders and any potential concerns along the corridor would need to be identified. There are several potential design challenges, such as crossing multiple residential and commercial driveways; crossing multiple public roads, including N Green Bay Avenue; and crossing the box culvert at the STRATTEC property. This is box culvert is planned to be reconstructed in 2022.



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Another consideration and requirement, based upon the competitive nature of the TAP Grant, is garnering pre-application support from local stakeholders, elected officials and the public. Staff would also discuss this project with the Metropolitan Planning Organization (MPO), SEWRPC and WisDOT ahead of time.

The project costs, as previously mentioned, are only projected at this time. Staff and its consultants would need the extra time to identify the City's share of the Grant so it can be sent to Council for approval as part of the Capital Improvement Budget. Additionally, there may be other funding opportunities, with the new Federal Infrastructure Bill, to help fund or partial fund such a project.

RECOMMENDATION:

Staff is recommending that the City apply for WisDOT's 2024-2028 Transportation Alternatives Program (TAP), with submission due in January of 2024. As previously mentioned, the timeframe will allow staff the necessary time to prepare a competitive application submission.

Additionally, staff will work with TADI to provide a scope for trail layout and conceptual placement, cost estimate, as well as any other studies required as part of the grant application. This will be brought to Council with more information and an agreement for future approval.

ACTION REQUESTED:

Motion to authorize staff to apply for WisDOT's 2024-2028 Transportation Alternatives Program (TAP) grant - proposed trail connection from Zip Line Trail, along southside of W Good Hope Road, east to N Milwaukee River Parkway, in January of 2024.

ATTACHMENTS:

None.



SUBJECT: Review and Approval of Proposal for Tax Incremental Financing Services and Project Pro Forma Analysis and Developer Negotiations

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: January 24, 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 City of Glendale has received preliminary development interest in the property located at the southeast corner of Civic Drive and N. Green Bay Road.

The development of the property would require some public infrastructure improvements. The developer has also inquired about the need for possible financial assistance. Both types of costs are reimbursable by a tax incremental district.

Due to the technical nature of developing a Tax Incremental District, its project plan and a financial analysis of the development's proforma, I have requested a proposal from Ehlers, Brookfield, WI. Community Development Authority's legal counsel, John Fuchs is supportive of the City hiring a consultant to assist.

Attached is a proposal from Ehlers which includes Appendix A – Tax Incremental Financing Services and Appendix B – Project Pro Forma Analysis and Developer Negotiations.

Appendix A proposal is \$15,500. Appendix B proposal is not fixed but is estimated to be \$4,000-\$9,000 depending on complexity of the business pro forma. Costs associated with Ehlers' work as reimbursable should the tax incremental district (TID No. 9) be created.

RECOMMENDATION:

Staff recommends that the City award a contract to Ehlers in the amount of \$15,500 for tax incremental financing services and an amount not to exceed \$9,000 for project pro forma analysis and developer negotiations.

ACTION REQUESTED:

Motion to award a contract to Ehlers, Brookfield, WI in the amount of \$15,500 for tax incremental financing services and an amount not to exceed \$9,000 for project pro forma analysis and developer negotiations.

ATTACHMENTS:

1. [Appendix A – Tax Incremental Financing Service](#)
2. [Appendix B – Project Pro Forma Analysis and Developer Negotiations](#)



SUBJECT: Review and Approval of Documents from Public Administration Associates, LLC for City Administrator Recruitment

FROM: Darrell Hofland, Interim City Administrator

MEETING DATE: January 24, 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:

In December 2021, the Common Council hired Public Administration Associates, LLC (PAA) to conduct the recruitment of the City Administrator position.

At the January 10, 2022 meeting, the Common Council finalized their recruitment strategy for this position.

In response to the January discussion by the Common Council, PAA has drafted the attached four documents:

1. Memo
2. Community Profile
3. Position Announcement
4. Draft Script Glendale City Administrator

RECOMMENDATION:

Staff recommends that the Common Council, following their feedback to PAA, approve the community profile, position announcement and video script.

ACTION REQUESTED:

Motion to approve community profile, position announcement and video script, as revised, for the City Administrator recruitment.

ATTACHMENTS:

1. [Memo](#)
2. [Community Profile](#)
3. [Position Announcement](#)
4. [Draft Script Glendale City Administrator](#)