

**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, April 24, 2023

6:00 p.m.

1. Roll Call and Pledge of Allegiance.
2. Annual Organizational Meeting (Wis. Stat. §62.09).
  - a) Annual Review of Council Operational Procedures (Ordinance 2.2.16(f)).
  - b) Election of Common Council President.
  - c) 2023-2024 Common Council Standing Committee Appointment.
  - d) Appointments to Various City Committees, Commissions and Boards.
3. Public Comment. Glendale residents, business owners and property owners are invited to speak to the Council on items that are not on tonight's agenda but are within the City's ability to regulate or control.
4. Consent Agenda:
  - a) Adoption of Minutes: Meeting held on April 10, 2023
  - b) Approval: Monthly Reports
  - c) Approval: Resolution Setting the Time and Date of the First 2023 Board of Review Meeting
5. New Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
  - a) Appointment: Amanda Seligman, Kim Hernandez, Martha Bergland and Nancy Herrick as the Editors of the 75th anniversary book.
  - b) Review and Potential Action: Acceptance of donation of a Utility Terrain Vehicle (UTV) from Port Yamaha for the Glendale Police Department
  - c) Review and Potential Action: Approval of Bid for the 2023 Sidewalk Program
  - d) Review and Potential Action: Resignation Agreement and Release Between the City of Glendale and Shawn Lanser
  - e) Review and Potential Action: Professional Services Agreement between the City of Glendale and Public Administration Associates for Recruitment Services, not to exceed \$12,900
  - f) Review and Potential Action: Recommendation from the Planning Commission regarding a certified survey map (CSM), for the proposed Johnson Controls Engineering Center, to be owned and developed by Weas Development, at 2100 W. Florist Ave. and 6100 N. Baker Rd., with a future address of 2022 W. Florist Ave, in an M-1 Warehouse, Light Manufacturing, Office and Service District, Tax Key Numbers 160-9017-000, 160-9022-001

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

- g) Review and Potential Action: Recommendation from the Planning Commission regarding a Certified Survey Map (CSM), for Glendale Partners, LLC (Brian Monroe), 4205 North Port Washington Road, M-1 Warehouse, Light Manufacturing, Office, and Service zoning District, Industrial Land Use Classification, Tax Key Number 243-90002-000.
  - h) Review and Potential Action: Ordinance amending Title 15, Chapter 6 “Regulation of Signs, Billboards, and other Advertising Media” and Creating Title 7, Chapter 23 “Bill Posting Business License” of the Code of General Ordinances of the City of Glendale.
6. Commission, Committee, Board and Staff Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member and for Staff and Administrator updates)
7. Adjournment.

4/24/2023

ANNUAL  
ORGANIZATIONAL  
MEETING

- a) [Annual Review of Council Operational Procedures \(Ordinance 2.2.16\(f\)\).](#)
- b) [Election of Common Council President.](#)
- c) [2023-2024 Common Council Standing Committee Appointments.](#)
- d) [Appointments to Various City Committees, Commission and Boards.](#)

4A-4C  
4/24/2023

# CONSENT AGENDA

- a) [Adoption of Minutes: Meeting held on April 10, 2023](#)
- b) [Approval: Monthly Reports](#)
- c) [Approval: Resolution Setting the Time and Date of the First 2023 Board of Review Meeting](#)

**SUBJECT:** Appointment of the Editors for the 75<sup>th</sup> Anniversary Glendale Book

**FROM:** Bryan Kennedy, Mayor

**MEETING DATE:** April 24, 2023

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statutes:	N/A
Municipal Code:	2.4

**BACKGROUND/ANALYSIS:**

As we prepare to celebrate our 75<sup>th</sup> Anniversary as a city in 2025, the city has held two community meetings. There are many groups and representatives that are working to gather photos, documents, and other historical items. The following individuals will oversee the compiling of the histories into a new 75<sup>th</sup> anniversary history of Glendale:

- Amanda Seligman, Ph.D.
- Kim Hernandez, Ph.D.
- Martha Bergland
- Nancy Herrick

**RECOMMENDATION:**

Mayor Kennedy recommends appointment of the above-named individuals as the Editors of the 75<sup>th</sup> anniversary book.

**ACTION REQUESTED:**

Motion to confirm the appointment of Amanda Seligman, Kim Hernandez, Martha Bergland and Nancy Herrick as the Editors of the 75<sup>th</sup> anniversary book.

**ATTACHMENTS:**

None.

**SUBJECT:** Donation of Utility Terrain Vehicle (UTV)  
**FROM:** Mark Ferguson, Police Chief  
**MEETING DATE:** April 24, 2023

**FISCAL SUMMARY:**

Budget Summary:	101-520-20-5020
Budgeted Expenditure:	\$630.00
Budgeted Revenue:	

**STATUTORY REFERENCE:**

Wisconsin Statutes:	23.33
Municipal Code:	10.4

**BACKGROUND/ANALYSIS:**

The police department has received an offer from Port Yamaha for a Utility Terrain Vehicle (UTV) at no cost. The dealership is offering a Yamaha Wolverine RMAX2 XT-R, through the Yamaha Loan Program. The UTV would be loaned to the police department for one year. Each year the program is reviewed by the police department and the dealership. If both parties want to continue the partnership the old UTV is returned and a new UTV is loaned for another year. In return for the UTV loan, they request that we attach two decals recognizing Port Yamaha's donation.

The UTV is valued at \$25,199. The department is responsible for any damage beyond normal wear and tear and for providing insurance. The UTV can be insured under the City's existing policy at no additional cost. Expected expenditures for the UTV would be approximately \$630 - \$250 for maintenance, \$325 for three helmets, and \$55 for police graphics. All costs would be covered under the current police department budget. Officers selected to operate the UTV would be required to take an on-line safety course. The safety course costs \$36 per operator and would be covered under our training budget. We do not anticipate adding any additional equipment.

Some of the uses for the UTV would be to access remote areas to reach victims or crime scenes, patrol the Oak Leaf Trail and park trails, special events and community relations. We would review the program annually to determine its value to the police department and community.

Glendale Ordinance 10.4 adopts State Statute 23.33 governing all-terrain vehicles. The City is exempt from any registration requirements. Should the Council approve the loan program, we would need to amend ordinance 10.4.4(c)(2) to include public safety vehicles for exception to off-road operation prohibition. Currently the ordinance only allows exception for authorized maintenance vehicles. This UTV is considered one of the quieter UTV's available.

**RECOMMENDATION:**

Recommend accepting the donation of a UTV from Port Yamaha.

**ACTION REQUESTED:**

Motion to accept the donation of a UTV from Port Yamaha.

**ATTACHMENTS:**

Photograph of Yamaha Wolverine RMAX2 XT-R.



**SUBJECT:** Review and Approval of Bid for the 2023 Sidewalk Program

**FROM:** Charlie Imig, Director of Public Works

**MEETING DATE:** April 24, 2023

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

**BACKGROUND/ANALYSIS:**

Please find listed below the bid results for the 2023 Sidewalk Program. The estimated engineering design and construction inspection costs are \$8,500 for this project.

	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Total</u>
1. Primoris Electric, Inc.:	\$ 39,120.00	\$11,875.00	\$7,125.00	<b>\$58,120.00</b>
2. LaLonde Contractors, Inc.:	\$ 90,824.00	\$27,500.00	\$16,500.00	<b>\$134,824.00</b>

**RECOMMENDATION:**

Staff recommends awarding a contract to Primoris Electric, Inc. in the amount of \$58,120.00. Primoris Electric, Inc. is an established contractor in the area and completed the 2022 Sidewalk Program for the City of Glendale last year.

**ACTION REQUESTED:**

Motion to accept the low bid and all alternates and award of contract to Primoris Electric, Inc. in the amount of \$58,120.00 for the 2023 Sidewalk Program.

**ATTACHMENTS:**

- [Engineer Recommendation Letter and Bid Tab](#)
- [Project Map](#)



**SUBJECT:** Resignation Agreement and Release Between the City of Glendale and Shawn Lanser

**FROM:** Karl Warwick, City Administrator

**MEETING DATE:** April 24, 2023

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

**BACKGROUND/ANALYSIS:**

The City Council is being presented with a Resignation and Release agreement with former Deputy City Administrator Shawn Lanser. The terms of the agreement have been reviewed and approved by Labor Attorney, Brian Waterman.

**RECOMMENDATION:**

Approve the resignation and release agreement.

**ACTION REQUESTED:**

Motion to authorize the City Administrator to execute the Resignation and Release Agreement with Shawn Lanser.

**ATTACHMENTS:**

Resignation and Release Agreement.

**SUBJECT:** Finance Director Executive Search Agreement with Public Administration Associates

**FROM:** Karl Warwick, City Administrator

**MEETING DATE:** April 24, 2023

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**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

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

**BACKGROUND/ANALYSIS:**

Public Administration Associates has presented the City a professional services agreement for an executive search for a Finance Director. The agreement provides executive search services for a cost of \$12,900 with an anticipated ninety-day recruitment process. PAA has performed similar services for the City of Glendale and many other municipalities in the State of Wisconsin.

**RECOMMENDATION:**

Approve the Municipal Executive Search Services Agreement.

**ACTION REQUESTED:**

Motion to authorize the City Administrator to execute the Municipal Executive Search Services Agreement with Public Administration Associates, not to exceed \$12,900.

**ATTACHMENTS:**

[Municipal Executive Search Services Agreement.](#)

**SUBJECT:** Discussion and consideration of a recommendation from the Planning Commission regarding a certified survey map (CSM) for the proposed Johnson Controls Engineering Center, to be owned and developed by Weas Development, at 2100 W. Florist Ave. and 6100 N. Baker Rd., with a future address of 2022 W. Florist Ave, in an M-1 Warehouse, Light Manufacturing, Office and Service District, Tax Key Numbers 160-9017-000, 160-9022-001.

**FROM:** John Fellows, AICP; Director of Community Development  
Ken Smith, MPA, M.S.; Planner

**Meeting:** Common Council

**MEETING DATE:** April 24, 2023

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statutes:	N/A
Municipal Code:	Title 14

**BACKGROUND:**

Weas Development was founded in 1997 by Douglas Weas and is headquartered in the City of Milwaukee’s Historic Third Ward. The firm advertises it has developed 2.2 million square feet of real estate worth more than \$330 million in real estate value. In the City of Glendale, a recent facility Weas Development has overseen is the 4644 N. Port Washington Rd. medical facility occupied by Ascension Medical Group.

Johnson Controls International (JCI) was founded as the Johnson Electric Service Company in Milwaukee in 1885. For much of its history it was known as the Johnson Service Company and rebranded as Johnson Controls in 1974. The firm specializes in climate control, facility management, and fire alarms and suppression. Johnson Controls has had a campus in Glendale since completion of its facility at 5757 N. Green Bay Ave. in 1967. It is presently headquartered in Cork, Ireland.

**CERTIFIED SURVEY MAP (CSM) SUMMARY**

Weas Development proposes developing the JCI Engineering Center. Weas Development’s 2022 Florist, LLC would own the property with JCI becoming a long-term tenant at the three parcels presently addressed as 2100 W. Florist Ave. and 6100- 6120 N. Baker Rd., and will be assigned an address of 2022 W. Florist Ave. Weas Development is working toward merging the two parcels of 2100 W. Florist Ave and 6100 N Baker Rd. 6120 N Baker (TMN 1609024000) will remain at this time a separate parcel.

## **ORDINANCE ANALYSIS**

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

## **STAFF REVIEW**

### Engineering

1. Show building to be razed with black and white hatch.
2. All monuments shall be erected, corners, and other points established in the field in their proper places. The existing legend shows dots indicating found and set monuments, but none are visible on the plan.
3. This CSM shall be recorded with the Milwaukee County Register of Deeds office within 90 days of execution.

### Public Works

- No comments at this time.

### Fire

- No comments at this time.

### Police

- No comments at this time.

### Inspections

- No comments at this time.

### Planning

- No comments at this time.

## **RECOMMENDATION:**

Staff recommends Common Council approve the Certified Survey Map, subject to addressing the concerns of the City Engineer prior to signature and recording.

## **ACTION REQUESTED:**

Motion - To approve the Certified Survey Map subject to the applicant addressing the concerns of the City Engineer prior to signature and recording.

## **ATTACHMENTS:**

1. [Attachments – CSM](#)



**SUBJECT:** Discussion and consideration of a recommendation from the Planning Commission regarding a Certified Survey Map, for Glendale Partners, LLC (Brian Monroe), 4205 North Port Washington Road, M-1 Warehouse, Light Manufacturing, Office, and Service zoning District, Industrial Land Use Classification, Tax Key Number 243-90002-000.

**FROM:** John S Fellows, Dir. of Community Development

Meeting: Common Council

**MEETING DATE:** April 24, 2023

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statutes:	N/A
Municipal Code:	Zoning Code Subdivision Regs.

**BACKGROUND/ANALYSIS:**

Glendale Partners, LLC, returns to the Plan Commission with a request for multiple refinements to the previously approved Certified Survey Map (CSM). The requested changes include adding a nominal land area from the property to the north, allowing an ingress-egress easement over the Glendale Partners ingress-egress lane, and two Outlots, one of which is contemplated to provide for a mobile wireless antenna structure, the other which is contemplated as a billboard placement.

The proposal for the two Outlots has been framed as future site elements that the property owner will come back to the City of Glendale in the future for City of Glendale reviews and approvals. Staff do not object to the proposed addition of a nominal land area to the Glendale Partners, LLC, property from the property to the north. The proposed ingress-egress easement is not anticipated to be problematic in terms of the overall functionality of either of the two properties or in relation to North Port Washington Road.

In addition, the CSM notes an easement area for the Beer Line Trail. A future easement to allow for the alignment from the southern property boundary to the DOT tunnel will need to be coordinated in the near future once the location of the trail and the wireless communication structure has been determined.

**RECOMMENDATION:**

Staff recommends Common Council approve the Certified Survey Map with the requirement of making all corrections requested by the City Attorney and/or Engineer prior to recording.

**ACTION REQUESTED:**

Motion – To approve of the Certified Survey Map with the requirement of making all corrections requested by the City Attorney and/or Engineer prior to recording.

**ATTACHMENTS:**

[Submittal materials.](#)

**SUBJECT:** Discussion and consideration of an ordinance amending Title 15, Chapter 6 “Regulation of Signs, Billboards, and other Advertising Media” and Creating Title 7, Chapter 23 “Bill Posting Business License” of the Code of General Ordinances of the City of Glendale.

**FROM:** John S. Fellows, Community Development Director

**MEETING:** Common Council

**MEETING DATE:** April 24, 2023

**FISCAL SUMMARY:**

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

**STATUTORY REFERENCE:**

Wisconsin Statutes:	N/A
Municipal Code:	Ordinance Amending Title 15, Chapter 6

**BACKGROUND/ANALYSIS:**

City Staff have been reviewing various ordinances and processes. Title 16, Chapter 6, regulates signs, while Title 7 chapter regulates licenses.

The proposed text amendments cover several items which include:

- Correction of the title from medium to media.
- Amending the definitions section of Title 16 to add digital or electronic billboards.
- Adding a reference for licensing in Title 16.
- Adding other references within Title 16 related to electronic billboards.
- Creation of Section 15.6.10(o) to address electronic billboards specifically. Note this Section contains best practices from the Cities of Milwaukee, Wauwatosa, Waukesha, and other communities which allow such billboards.
- Updating and reorganizing the temporary sign section in Section 15.6.11.
- Increasing the allowable area of temporary signs and longer timeframes.
- Creation of a Section 7.23 relating to a bill posting license in Title 7.
- Correction and clarification of the permit fee. The original text stated 0.7% of the sign cost for signs over 500 square feet and should have just read 7% of the sign’s cost.

**RECOMMENDATION:**

- Staff recommends the Common Council adopt the proposed ordinance.

**ACTION REQUESTED:**

Motion – To approve the Ordinance as presented.

**ATTACHMENT:**

[Attachment: Draft Ordinance](#)