

CITY OF GLENDALE COMMON COUNCIL

Meeting Minutes

May 11, 2020

Regular meeting of the Common Council of the City of Glendale held via Zoom teleconference/video call.

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

Roll Call: Present: Mayor Bryan Kennedy, Ald. Tomika Vukovic, Jim Daugherty, John Gelhard, Richard Wiese, Steven Schmelzling, and JoAnn Shaw. Absent: None.

Other Officials Present: Rachel Safstrom, City Administrator; John Fuchs, City Attorney; Mark Ferguson, Police Chief; Megan Humitz, City Clerk.

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.

Administrator Safstrom advised that in accordance with the Open Meeting Law, the local news media was advised on Thursday, May 7, 2020, 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.

CONSENT AGENDA.

I. File No. _____

Adoption of Minutes of Meeting held on April 27, 2020, Approval of Accounts Payable, Payment 1 to Forward Contractors LLC for work completed on the Port Washington Road Intersection Reconstruction Project, Payment 1 to LaLonde Contractors Inc. for work completed on the Lydell Avenue Reconstruction Project, and Filing of 2019 Annual Report.

Motion by Ald. Daugherty, seconded by Ald. Wiese, to adopt the minutes of meeting held on April 27, 2020, to approve Accounts Payable, Payment 1 to Forward Contractors LLC for work completed on the Port Washington Road Intersection Reconstruction Project, Payment 1 to LaLonde Contractors Inc. for work completed on the Lydell Avenue Reconstruction Project, and Filing of 2019 Annual Report with minor corrections. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

UNFINISHED BUSINESS.

II. File No. _____

Update on Nicolet Ballfield Project at Richard E. Maslowski Community Park.

Administrator Safstrom stated the City of Glendale entered into an Agreement with Nicolet High School in fall of 2018. The construction of the main field was completed in 2019. The agreement stipulated construction of the additional two ballfields to begin by July 1, 2020. The

plans remain consistent with prior approvals, and no major changes have been made that would require further approval.

Dr. Greg Kabara, Nicolet High School Superintendent, stated the fields will consist of synthetic turf, added netting for parking lot protection, and a full fence at 300' which will be movable to accommodate different types of games.

Ald. Schmelzling questioned if the fields will be open to the public upon completion. Dr. Kabara stated the Rec Department will maintain the schedule for the field, and when no events are scheduled the space will be open to the public.

Ald. Gelhard questioned if the plans are still on track despite COVID-19. Dr. Kabara stated the intention is to break ground by July 1, 2020. The soil is currently undergoing the testing process and bids will be accepted and opened in mid-June. The fields should be playable by Spring 2021.

Ald. Wiese questioned if there are any plans for added landscaping near the Veteran Memorial to create a visual break. Dr. Kabara stated that is not in the plans for this phase of the project, but could be considered in the future.

This item was for information purposes only.

NEW BUSINESS.

- III. File No.
Request from Nicolet High School for reduced fee in 2020 for Resource Officer.

Administrator Safstrom stated the Police Department and Nicolet School District have a Shared Services Agreement where the Nicolet School Board pays 66% of wages and benefits for the School Resource Officer. Payments are based on a monthly amount when school is in session. Under the COVID-19 Emergency Health Order all schools were closed in mid-March and that order was extended to the remainder of the year on April 16, 2020. Due to Nicolet High School being closed the Police Department reassigned the SRO to patrol duties and no services under the Agreement were provided to Nicolet High School.

Administrator Safstrom stated Nicolet School District has submitted a Shared Services Interim Addendum for the 2019-2020 School Year Related to COVID-19 Suspension of School in which they propose to pay a reduced amount of the SRO's wages and benefits during the time that school was closed. Under the Interim Addendum they offer to continue to pay the full amount for March and ½ the monthly payment amount for the remainder of the school term. The agreement is a fair and equitable arrangement that addresses the budgetary issues for both parties due to factors outside the control of either party.

Motion by Ald. Gelhard, seconded by Ald. Daugherty, to approve the Nicolet School District's Shared Services Interim Addendum for the 2019-2020 School Year Related to COVID-19 Suspension of School. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

- IV. File No.

Review and Approval for a Special City-Wide Newsletter – Elections.

Administrator Safstrom stated the City processes three newsletters per year. The cost of the newsletter is limited to postage and staff time due to the advertising in the newsletter. This year, it is necessary to distribute a special newsletter to all households to communicate information to residents regarding the August 11 and November 3 elections, and to encourage residents to vote absentee by mail.

Administrator Safstrom stated the current recommendation is to authorize staff to proceed with production of the newsletter and bring a final version back for Council approval on June 8. This timeline would put the newsletter in homes by June 20.

Administrator Safstrom stated Staff learned last week that Cardinal Stritch is no longer able to be a polling place for 2020, and future elections are undetermined. Dr. Kabara has agreed to allow Nicolet High School to serve as a polling place for August, however future elections are undecided without Board approval.

Ald. Wiese questioned if the newsletter will include polling location information. Administrator Safstrom stated we will have all three sites determined at the time the newsletter is ready to mail.

Ald. Schmelzling questioned if staff will be including pre-paid return envelopes for the absentee applications and registration applications. Administrator Safstrom stated this is not a budgeted item as it stands, and will require a transfer from Contingency funds at a later date. To include postage paid envelopes would not be financially feasible, as all envelopes would be paid in advance and not based only on those returned. The newsletter will be encouraging return via the dropbox or completion of the application online at MyVote.

Motion by Ald. Schmelzling, seconded by Ald. Shaw, to approve staff production of a special newsletter focused on elections . Ayes: Ald. Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: Vukovic. Motion carried.

V. File No. _____
Review of Procedural Change for Council, Boards, Committees, and Commissions to go to Electronic Packets.

Administrator Safstrom stated since the health emergency, Council and other Board/Committee/Commission packets have been delivered electronically. This process has saved staff time and paper costs. Several Council members already have a City iPad, while others either need a device or need old devices updated. These devices could be for packets as well as a source for the Council to review and respond to emails without using their personal devices.

Ald. Gelhard and Schmelzling raised concern that oversized documents do not scan well and are difficult to read when sent electronically. Administrator Safstrom stated the developers have begun sending documents electronically, which makes readability and searchability much easier.

Ald. Shaw questioned what will happen with closed session information if packets are being sent electronically. Administrator Safstrom and Mayor Kennedy stated the process is still

being determined, but there is a possibility of closed session information being sent in a secondary electronic file.

Ald. Wiese and Daugherty questioned the process for utilizing electronic packets once in-person Council meetings resume. Administrator Safstrom stated all Council members will have the ability to bring in their own technology to view the packets on laptops or iPads during the meetings, while the main monitor is used to project the agenda during the meeting.

Several Council members expressed interest in having agenda item numbers, page numbers, or links from the agenda to the corresponding item in the electronic packets.

Motion by Ald. Schmelzling, seconded by Ald. Shaw, to accept the recommendation of staff to obtain iPads for those without access to an electronic device and to allow for paperless packets for all future meetings. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VI. File No. _____
Recommendation of the Plan Commission for approval of a Certified Survey Map 6016 and 6040 North Port Washington Road.

Administrator Safstrom stated UW Credit Union has submitted a request for a Certified Survey Map for 6016 and 6040 North Port Washington Road. The proposed CSM shows that the parcel will be combined from two separate parcels to one parcel. UW Credit Union has purchased the property previously used by the Pizza Hut.

Administrator Safstrom stated the Plan Commission reviewed the map and recommended Council approve the CSM with the requirement for payment of the \$175 administration fee making the required technical corrections to the document including pertinent information about all existing public utilities and utility easements and/or agreements, and mapping dedication of all necessary public Utility Easements and payment of City Engineer CSM technical review fees, and any other required fees if any.

Motion by Ald. Wiese, seconded by Ald. Daugherty, to approve the Certified Survey Map for 6016 and 6040 North Washington Road. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VII. File No. _____
Schedule Special Common Council Meeting for Monday, May 18 at 6:00 p.m.

Administrator Safstrom stated that at the last Council meeting, the Council was updated that the State of Wisconsin authorized Counties to pass a resolution waiving interest and penalties on tax payments after April 1, 2020. Municipalities can also pass a resolution that would mirror the County. The May 31, 2020 tax installment would be the only one affected for the City of Glendale. If a resolution is passed, any delinquent payments on that installment would be the only one affected for the 1.5% per month from February 2020. Only July 31, 2020 any outstanding real estate taxes are turned over to the County for collection.

Administrator Safstrom recommends the Council schedule a special meeting for Monday, May 18, 2020 in anticipation of the County approving a resolution that would delay interest and penalty on property tax installments after April 1, 2020. If the County does not approve a resolution, the meeting may be cancelled.

Mayor Kennedy stated Waukesha and Washington Counties did not pass the resolution. While the resolution can be approved after the due date and applied retroactively to any delinquent bills, it is easier to provide the residents with advanced notice.

Motion by Ald. Daugherty, seconded by Ald. Shaw, to schedule a special Common Council Meeting for Monday, May 18, 2020 at 6:00 p.m. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried.

VIII. File No. _____

Discussion of City Operations and Cancellations related to COVID-19.

Administrator Safstrom stated on March 12, 2020 the Governor declared a Public Health Emergency, and on March 14, 2020 Mayor Kennedy and Administrator Safstrom developed a proclamation declaring a City Public Health Emergency. Since that time, weekly calls have occurred with the North Shore Managers, Emergency Operation Managers, Milwaukee County officials, and League of Wisconsin Municipalities for updates and protocols.

At the time of this meeting, everyone is waiting on information from the Supreme Court. The North Shore Health Department and the other ten health departments in the County have been preparing for what an overturn of the Governor's order would mean in Milwaukee County.

Administrator Safstrom stated there are no reports of staff diagnosed with COVID-19. At the recommendation of the North Shore Health Department, City Hall is closed to public traffic until the end of the "Safer at Home" order. City Hall staff continue to work collecting taxes, processing building permits, and answering phone calls. All Public Works staff are working on split shifts to encourage social distancing.

Mayor Kennedy stated the Intergovernmental Cooperation Council (ICC) submitted a request to approve a local "Turn of the Dial Plan" for phased guidance in the event that the order is overturned or at the time it expires.

This item was for information purposes only.

COMMISSION, COMMITTEE AND BOARD REPORTS.

There were several updates from Council members, on the activities of the various Commissions, Committees and Boards on which they serve.

CLOSED SESSION.

Motion by Ald. Shaw, seconded by Ald. Wiese, to convene in Closed Session per Wis. Stats. §19.85(1)(e) for Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or

bargaining reasons require a closed session (discussion on North Shore Library agreement and potential relocation of facility). Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling and Shaw. Noes: None. Absent: None. Motion carried.

A closed session of approximately 23 minutes was held. The Council discussed the North Shore Library Agreement and potential relocation of the facility.

Motion by Ald. Vukovic, seconded by Ald. Daugherty, to reconvene to open session and regular order of business. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling and Shaw. Noes: None. Absent: None. Motion carried.

ACTION ON CLOSED SESSION ITEMS.

No action was taken on items discussed during closed session.

ADJOURNMENT.

There being no further business, motion was made by Ald. Gelhard, seconded by Ald. Vukovic, to adjourn the meeting. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: None. Abstain: None. Motion carried and adjournment of the Common Council was ordered at 7:20 p.m., until Monday, June 8, 2020, at 6:00 p.m.

Megan E. Humitz
City Clerk

Recorded: May 12, 2020.