

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

*Join Zoom Meeting

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AGENDA—COMMON COUNCIL MEETING

Monday, July 24, 2023

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 tonight's agenda but are within the City's ability to regulate or control.
3. Consent Agenda:
 - a) Adoption of Minutes: Meeting held on July 10, 2023
 - b) Approval: Monthly Reports
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) Review and Possible Action: Utility Billing Cycle Modification, Utility Bill Printing Options and Water Utility Rate Adjustment Study
 - b) Review and Possible Action: Motion to provide staff direction on how to proceed with the bid results from the 2023 Traffic Calming Project
 - c) Review and Possible Action: No Parking Designation on North Sunny Point
 - d) Review and Possible Action: Authorization to Execute - Cooperation Agreement with Milwaukee County for 2024-2026 for the purpose of securing funds under the HUD Community Development Block Grant Program
 - e) Review and Possible Action: Authorization to Proceed with Special Events at Richard E. Maslowski Community Park
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 for Staff and Administrator updates)
6. Closed Session: The Common Council will convene in Closed Session per Wis. Stat. § 19.85(1)(c) to consider the employment, promotion, compensation, wage ranges or performance evaluation data of public employees over which the Council has jurisdiction or exercises responsibility (Review of Administrative and Financial Positions).
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.

*The Common Council of Glendale currently holds meetings in person at City Hall, or an alternative physical location as allowed by the City Ordinance. As a courtesy to citizens, Council meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the City cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously. The only way to guarantee the ability to offer public comment, or view the meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.

3A-3B
7/24/2023

CONSENT
AGENDA

- a) [Adoption of Minutes: Meetings held on July 10, 2023](#)
- b) [Approval: Monthly Reports](#)

SUBJECT: Review of Proposed Utility billing Cycles, Utility Bill Printing and Rate Case

FROM: Karl Warwick, City Administrator
Charlie Imig, Director of Public Works

MEETING DATE: July 24, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statutes:	§84.07(1)
Municipal Code:	N/A

BACKGROUND/ANALYSIS:

City has been reviewing municipal operations to determine whether modifications in existing practices can provide operational efficiencies or can provide benefits to the residents and businesses in the City. The City, along with our water billing consultant, City Water, has been reviewing our utility billing operation and recommend the following modifications:

1. Place all utility billing customers on the same quarterly billing cycle.
2. Modify the utility billing mailing to provide for third party printing and print the utility bills within a secure envelop.
3. Obtain a quote from City Water to perform a rate analysis for a possible submission to the PSC for a water rate adjustment.

Utility Billing Cycles

Currently, City bills (water/sanitary/storm) customers on a quarterly basis. The City is basically divided into four areas and each area is billed on a rotating monthly basis. Prior to utility billing software, this process was mostly too time consuming to bill the entire City on one cycle. With our meter reading and utility billing software, it is more efficient and transparent to complete the utility billing process City-wide in the same cycle.

Currently, the income from the Utility does not align with the calendar year to provide transparent data such as water lost, billed pumpage and total revenue. With this modification, the annual income for the Utility would align with the fiscal year for the Utility. The City would no longer have income that should have been booked in a previous year.

With this change, the Utility will now be able to align the purchased water for a quarter and year to the billed amount of water for a quarter and year to accurately determine the non-revenue water for the Utility.

Secondly, the Wisconsin Public Service Commission (who oversees the Water Utility) are requiring Utilities in Wisconsin, especially those with an Advanced Metering Infrastructure (AMI), like the one in Glendale, to have all customers billed at the same cycle so the PSC and the Utility have real data on non-billed (lost) water. The PSC is focusing on getting communities to reduce the non-revenue water to below 10%. To comply with this, the City would need to modify the Utility Billing cycles.

The current utility billing cycle is listed in the table below.

Billing Cycle	Quarter	Cycle Dates	Bills Mailed
Area 1	1	Dec-Feb	Feb 28
	2	Mar-May	May 31
	3	Jun - Aug	Aug 31
	4	Sep -Nov	Nov 30
Area 2 & 4	1	Jan-Mar	Mar 31
	2	Apr-Jun	Jun 30
	3	Jull-Sep	Sep 30
	4	Oct-Dec	Dec 30
Area 3	1	Nov-Jan	Jan 31
	2	Feb-Apr	Apr 30
	3	May-Jul	Jul 31
	4	Aug-Oct	Oct 31

The transition from monthly quarterly billing to quarterly billing must be submitted to the PSC and MMSD for review and approval. An example of the transition is illustrated below:

Year	Billing	Billing Cycle	QTR	Cycle Dates	Bills Mailed	Bills Due
2023	Last monthly quarterly bill	Area 1	3	Sep (1 month)	Sep 30	Oct 20
		Area 2 & 4		Jul-Sep (3 months)		
		Area 3		Aug-Sep (2 months)		
	4 th Quarter Billing	All	4	Oct-Dec	Dec 30	Jan 20
2024	Quarterly billing	All	1	Jan-Mar	Mar 31	Apr 20
			2	Apr-Jun	Jun 30	Jul 20
			3	Jul-Sep	Sep 30	Oct 20
			4	Oct-Dec	Dec 30	Jan 20

Utility Bill Printing

The City currently prints utility bills and mails them directly from the City Hall to residents and businesses. The utility bills are printed on a postcard. Staff is proposing to seek Request for Proposals for utility billing printing services. Staff is proposing this because it will reduce the staff time of printing and preparing utility bills by contracting with a company that only performs this service. It would also provide greater security by printing the sending the bills in a secure envelope. Finally, Glendale would be able to provide additional billing information, usage history and City service information on the larger bill. The third-party bill printing will include a full page (8.5x11-inch) bill with detachable portion for customers use include with bill payment.

Staff is seeking direction as we would work towards planning on including this in the 2024 budget and the printing services would begin at that time.

Water Utility Billing

The City of Glendale has not adjusted water utility rates in more than seven years. As a result, the Water Utility experienced a deficit in 2021, with anticipated deficits in 2022 and 2023. To seek an adjustment to the Water Utility rates, the Utility must file a conventual rate case application with the PSC. PSC staff will review the application and determine a new water rate. Staff is seeking feedback from the City Council on our Utility Billing Contractor; City Water prepare a rate case to the PSC. City Water performs this service for numerous Wisconsin communities and has the template to do this efficiently. The cost to perform this service is \$15,500. It was also includes a 10-year financial forecast

project for both operating and capital expenses for the Water Utility. If the City Council is interested in this, staff would draft an agreement for these services and bring it back for consideration.

Keeping the City's water rates inline with operating and capital expenditures related to the Utility allows the City of Glendale to perform the necessary work to maintain a healthy water system. If the City Council generally agrees with this approach, we would present a contract for service at the next meeting.

RECOMMENDATION:

1. Direct staff to move forward with City-wide consolidated utility billing beginning September, 2023.
2. Provide staff direction on whether or not to bring forward an agreement for utility bill printing service beginning in 2024.
3. Provide staff direction on whether or not to bring forward an agreement with City-Water to perform a rate case with the PSC.

ATTACHMENTS:

1. [Sample full page bill](#)

SUBJECT: Bid results for the 2023 Traffic Calming Project

FROM: Charlie Imig, Director of Public Works

MEETING DATE: July 24th, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS:

The City Council approved the 2023 Final Budget with \$100,000 for traffic calming projects. The funds were generally allocated to District 1 and 5. As a result of this, staff and our consulting engineers, met with Alderwoman Vukovic and Schmelzling to determine their priorities for this project. As a result of these meetings, the following plan was developed:

- Painted bike lanes and sharrow signs on Range Line from Green Tree to Good Hope. (District 5)
- Painted bike lanes and sharrow signs on Green Tree from the Oak Leaf Trail to Green Bay. (District 5)
- Traffic bump out on Range Lane north of Mill, south of Acacia. (District 5)
- Center lane traffic controls on Marne at Iroquios (District 1)
- Center lane traffic controls on Marne at Navajo (District 1)
- Center lane traffic controls on Glendale at River Park (District 1)
- Center lane traffic controls on Marne at Elm Tree (District 1)

The general drawings of these projects are enclosed. The anticipated cost of these projects was approximately \$125,000.

Please find listed below the bid results for 2023 Traffic Calming Project. The estimated engineering design and construction inspection costs are in an addition to the below bid results.

	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Alt 4</u>	<u>TOTAL</u>
LaLonde Contractors	\$ 165,086.42	\$3,000	\$6,750	\$7,215	\$7,800	\$189,851
	Bump outs	Sharrow on Green Tree	Sharrow on Range Line	Sharrow on Green Tree	Sidewalk Removal	

RECOMMENDATION:

Staff is providing the following alternatives for this project.

1. Reject all bids and direct staff to re-bid these items with a larger project to reduce unit costs.
2. Accept all bids and direct staff to use 2023 and 2024 traffic calming funds.
3. Reduce the project scope to \$100,000 to fit within the 2023 budget.

ACTION REQUESTED:

Motion to proceed as directed by the City Council.

ATTACHMENTS:

1. [Engineer Reject Recommendation Letter](#)
2. [Bid Tab](#)
3. [Traffic Calming Plan](#)

SUBJECT: No Parking on N. Sunny Point Rd.

FROM: Chief Ferguson

MEETING DATE: July 24, 2023

FISCAL SUMMARY:

Budget Summary:	
Budgeted Expenditure:	\$3,722.00
Budgeted Revenue:	

STATUTORY REFERENCE:

Wisconsin Statutes:	349.13
Municipal Code:	10.1.26

BACKGROUND/ANALYSIS: Alderman Daugherty received a complaint from a resident concerned for pedestrian and bicyclist safety due to vehicles parking on the street and speeding on the curve on N. Sunny Point Rd. between W. Glen River Rd. and W. Fairfield Ct. Alderman Daugherty requested staff to recommend possible solutions.

Staff recommends prohibiting parking on both sides of N. Sunny Point Rd. between W. Glen River Rd. and W. Fairfield Ct. Staff also recommends prohibiting parking on the west side of N. Sunny Point Rd. from W. Fairfield Ct. to W. Acacia Rd. to reduce any future traffic/parking issues with people visiting the fish passage.

There have been no accidents or other traffic safety concerns associated with this stretch of roadway. The estimated cost for the DPW to purchase 13 no parking signs, 13 posts, and installation is \$3,722.

Parking prohibition would need to be included in Schedule J of Glendale Ordinance 10.1.26.

RECOMMENDATION: Prohibit parking on both sides of N. Sunny Point Rd. between W. Glen River Rd. and W. Fairfield Ct. and prohibit parking on the west side of N. Sunny Point Rd. from W. Fairfield Ct. to W. Acacia Rd.

ACTION REQUESTED: Motion to approve to prohibit parking on both sides of N. Sunny Point Rd. between W. Glen River Rd. and W. Fairfield Ct. and prohibit parking on the west side of N. Sunny Point Rd. from W. Fairfield Ct. to W. Acacia Rd. at a cost of \$3,722.00 and to amend Schedule J of Glendale Ordinance 10.1.26.

ATTACHMENTS:

SUBJECT: Cooperation Agreement with Milwaukee County for 2024-2026 for the purpose of securing funds under the HUD Community Development Block Grant Program.

FROM: Karl Warwick, City Administrator

MEETING DATE: July 24th, 2023

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

BACKGROUND/ANALYSIS: The City Council and all Milwaukee County communities have been asked to consider adopting an agreement to enter into a three-year cooperation agreement with Milwaukee County to jointly work with Milwaukee County in securing Housing and Urban Development Community Block Grant Funding.

RECOMMENDATION: Authorize the execution of a Cooperation Agreement with Milwaukee County for 2024-2026 for the purpose of securing funds under the HUD Community Development Block Grant Program.

ACTION REQUESTED: Motion to approve a Cooperation Agreement with Milwaukee County for 2024-2026 for the purpose of securing funds under the HUD Community Development Block Grant Program.

ATTACHMENTS:

1. [Cooperation Agreement](#)

SUBJECT: Authorization of Special Events
FROM: Karl Warwick, City Administrator
MEETING DATE: July 24, 2024

FISCAL SUMMARY:

Budget Summary:	NA
Budgeted Expenditure:	NA
Budgeted Revenue:	NA

STATUTORY REFERENCE:

Wisconsin Statutes:	
Municipal Code:	7.4

BACKGROUND/ANALYSIS: The 2023 Goals for the City included an item to create a business plan and initiate additional special events at Richard E. Maslowski Community Park. The City added these events with the continuation of Music in the Glen and Movies in the Park. This year we, added Touch a Truck, various one-man band performances, karaoke nights, car show and one big event, this weekend, Country Night.

Various City events have food trucks, such as Music in the Glen, and the Fourth of July. Under the City Code, food trucks are required to obtain a permit from the City Clerk, however nine exceptions to that requirement exist, including:

- Any person who has had, or one who represents a company which has had, a prior business transaction, such as a prior sale or credit arrangement, with the prospective customer;
- This chapter does not apply to transient merchants while doing business at special events authorized by the common council.

Based on the fact that the City Council generally adopted the 2023 proposed goals in closed session and an exemption exists for “special events authorized by the common council”, I authorized food trucks at some events without obtaining a license from the Clerk. This is done because securing food trucks is difficult even without having them pay a fee and submit paperwork. Also, food trucks that have done previous business with the City are exempt. All food trucks at Country Night have previously worked with the City at the Fourth of July or other events.

As a result, it was my opinion, confirmed by the City Attorney that food trucks are not required to obtain a permit from the City and pay the fee for City events at REM Park.

I do anticipate possibly one more event this year, with food trucks, which is the upcoming Car/Corvette Show.

Keeping with full transparency, please find attached a list of the existing and new events at REM Park for 2023, including a description of the acts.

RECOMMENDATION: Authorize the list of Special Events at Richard E Maslowski Community Park.

ACTION REQUESTED: Authorize the list of Special Events at Richard E Maslowski Community Park.

ATTACHMENTS:

1. [List of Special Events at REM Park](#)