



COMMON COUNCIL MEETING AGENDA

Tuesday, April 21, 2020 - 7:00 PM

NOTICE: Pursuant to the current recommendation of the Centers for Disease Control and Prevention limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the Zoom platform with each member accessing the meeting remotely as detailed below.

Public comments will be accepted in writing only.

Public comments should be directed at least 2 hours prior to the meeting to the City Clerk's Office in advance by email at clerkdept@greenfieldwi.us or by leaving a written public comment addressed to the intended committee in the drop box at City Hall, 7325 W. Forest Home Ave., Greenfield, by 5:30 p.m. on the day of the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

Reasonable accommodations will be made for those citizens who are unable to attend the meeting in the method identified below upon at least two hours' notice. Notice can be given to the City Clerk's Office at 414-329-5219.

To register to attend the meeting, please go to:

https://zoom.us/webinar/register/WN_xNOIEC2DSXOjDM_xM86aYA

Please contact the City Clerk's office at 414-329-5219 if you do not have access to a computer to register for the meeting.

Recordings of the meeting will also be placed on the City's YouTube Account after the meeting.

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the April 8, 2020 Common Council minutes
- E. Mayor's Report
- F. Aldermanic Reports
- G. Announcements
- H. Citizen Commentary

I. Public Hearings

1. Public Hearing on a Special Use Permit for Heights Finance Corporation, a consumer lending business to be located within the multi-tenant commercial building at 3831 S. 108 Street, submitted by Sharlette Metts, d/b/a Heights Finance Corporation. (Tax Key No. 563-9990-002) (PC-4/14/20 Kastner)
 - a. Adopt a Resolution for Heights Finance Corporation, a consumer lending business to be located within the multi-tenant commercial building at 3831 S. 108 Street. (Tax Key No. 576-9978-000) (PC-4/14/20 Kastner)
 - b. Approve a Site Plan Review for Heights Finance Corporation, a consumer lending business to be located within the multi-tenant commercial building at 3831 S. 108 Street. (Tax Key No. 563-9990-002) (PC-4/14/20 Kastner)

J. New Business

1. Appointment of Council President for a one year term (currently Karl Kastner)
2. 2020 Council Representative appointments to various committees and commissions:
 - a. Council appointments:
 - i. Three members to the Finance & Human Resources Committee for a term to expire 4/19/21 (Currently Bailey, Kastner, Saryan)
 - ii. Three members to the Legislative Committee for a term to expire 4/19/21 (currently Bailey, Lubotsky, Saryan)
 - iii. One member to the Park & Recreation Board for a term to expire 4/19/21 (currently Akers)
 - iv. One member to the Plan Commission for a term to expire 4/19/21 (currently Kastner)
 - b. Mayor appointments, confirmed by Council:
 - i. One member to the Community Development Authority for a term to expire 4/17/23 (currently Bailey)
 - ii. One member to the Board of Health for a term to expire 4/19/21 (currently Akers)
 - iii. One member to the Public Library Board for a term to expire 4/19/21 (currently Lubotsky)
 - iv. Three members to the Board of Public Works for a term to expire 4/19/21 (currently Saryan, Bailey, Lubotsky)
 - v. One member to the Tree Commission for a term to expire 4/20/22 (currently Bailey)
3. Appointments to various committees and commissions:
 - a. Council appointments:
 - i. One member to the Board of Public Works for a term to expire 5/1/22 (currently Richard Kasza)
 - ii. A.D. #2 #1
One member to the Park & Recreation Board for a term to expire 5/31/22 (currently Denise Collins)

b. Mayor appointments, confirmed by Council:

- i. Three members to the Civil Service Commission for terms to expire 5/1/23 (currently Robert Sherwood, David Shore, Veronica Wallace-Kraemer)
- ii. One member to the Fire & Police Commission for a term to expire 5/1/25 (currently Steve Brown)
- iii. One member to the Board of Review for a term to expire 5/1/25 (currently Donald Reid)
- iv. One member to the Board of Review for a term to expire 5/1/21 (formerly Gregory Krog)
- v. One alternate member to the Board of Review for a term to expire 5/1/25 (newly created position)
- vi. Two members to the Tree Commission for a term to expire 5/1/22 (currently Joan Stevens, Terry Krell)
- vii. One member to the Tree Commission for a term to expire 5/1/21 (formerly Michael Wendt)
- viii. Two members to the Zoning Board of Appeals for a term to expire 5/1/23 (currently Audrey Ellison, formerly Don Kopp)

c. Mayor appointments:

- i. Two members to the Plan Commission for a term to expire 5/1/23 (currently Brian Weis, Christine Hallen)
- ii. Designation of Chairperson of Zoning Board of Appeals (currently Audrey Ellison)
- iii. One alternate member to the Zoning Board of Appeals for a term to expire 5/1/21 (formerly Denise Kunz)

4. Approve Architectural Plans for exterior façade improvements to various buildings at the Greenbrook Terrace Apartments, located at 4905-4980 and 5000-5080 S. Greenbrook Terrace, subject to Plan Commission and staff comments. Tax Key Nos. 619-9998-004 and 619-9998-003. (PC-4/14/20 Kastner)
5. Vehicle Lease Approval - Police Department seeking approval for lease of vehicle used by DEA Task Force Officer for undercover work.
6. Discussion and decision to transfer the clearing account balance in excess of 7% of the total escrow fund (Fund 825) to GENRES in the amount of \$18,000 (P. Schafer)
7. Discussion and decision to establish the 2020 Sewer Service Rates as proposed in the 2020 Budget (P. Schafer)
8. Approve resolution relating to temporarily suspending late fees and penalties for sanitary sewer and storm water utility bills (P. Schafer)
9. Approval of mileage reimbursements in the amount of \$691.18 (P. Schafer)
10. Approval of schedules of disbursements in the amount of \$2,104,278.39 (P. Schafer)

K. Items for future agenda

L. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances, Greenfield Police Department from the main entrance and Greenfield Fire Department, Station #2, from the main entrance.

RESOLUTION NO. ____

Special Use Permit for Heights Finance Corporation, a consumer lending business to be located within the multi-tenant commercial building at 3831 S. 108 St., submitted by Sharlette Metts, d/b/a Heights Finance Corporation. (Tax Key No. 563-9990-002)

WHEREAS, Sharlette Metts, d/b/a Heights Finance Corporation, duly filed with the City Clerk an application for a Special Use Permit, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code, to establish a consumer lending business at 3831 S. 108 St.; and,

WHEREAS, after due notice, a public hearing was held by the Common Council on April 21, 2020, at 7:00 p.m. or soon thereafter, in the Common Council Chambers to consider the application; and,

WHEREAS, the Common Council, having carefully considered the evidence presented at the public hearing and the following pertinent facts noted:

1. The applicant, Sharlette Metts, d/b/a Heights Finance Corporation, has offices at 7707 N. Knoville Ave., Ste 201, Peoria, IL 61614.
2. The property is owned by Robert A. Knackert, d/b/a Norbert J Knackert Revocable Trust, 9049 S. 83 St., Franklin, WI 53132.
3. Regional Finance Corporation of Wisconsin will occupy approximately 2,262 sq. ft. of the multi-tenant commercial building located at 3831 S. 108 St., Greenfield, Milwaukee County, Wisconsin, more particularly described as follows:

That part of the Southeast $\frac{1}{4}$ of Section 18, and the Northeast $\frac{1}{4}$ of Section 19, all being a part of Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin, which is bounded and described as follows:

Commencing at the Southeast corner of said Southeast $\frac{1}{4}$ of Section 18; thence North to the centerline of West Beloit Road; thence Southwesterly along said centerline, 318 feet to a point; thence Southeasterly 55 feet to a point; thence Southwesterly 125 feet to a point; thence Southeasterly 467.23 feet to a point; thence Easterly to the East line of said Northeast $\frac{1}{4}$ of Section 19; thence North to the point of beginning. Excepting those parts taken for public street and highway purposes.

Tax Key No. 563-9990-002

Said land being located at 3813-3833 S. 108 St.

4. The applicant is proposing to establish a consumer lending business within the existing multi-tenant commercial building.

5. The aforesaid premise is zoned C-4 Regional Business District under the Zoning Ordinance of the City of Greenfield, which permits Consumer Lending as a Special Use, pursuant to Sec. 21.04.0603, Sec. 21.04.0700 and Sec. 21.08.0103 of the Municipal Code.

6. The subject property is part of an area along the S. 108 St. corridor that is developed for commercial uses. Properties to the north and east are developed as commercial. Properties to the west and south are developed as open space/parkway.

7. The proposed development should not adversely contribute to traffic volumes or traffic flow in the area.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the application of Sharlette Metts, d/b/a Heights Finance Corporation, to establish a consumer lending business at 3831 S. 108 St., be, and is hereby granted on the following grounds:

That the establishment, maintenance and operation of the proposed use, with the imposition of certain conditions hereinafter set forth, reasonably satisfies the standards set forth in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code, so as to permit the issuance of a special use permit as therein provided.

BE IT FURTHER RESOLVED that said Special Use Permit is granted subject to the following conditions:

1. Site and Landscaping Plans. The grant of this Special Use Permit is subject to and conditioned upon the Site Plan and all other applicable conditions approved by the Plan Commission on April 14, 2020 and by the Common Council on April 21, 2020. No alteration or modification of the approved plan shall be permitted without approval by the Common Council.

2. Building Plans and Fire Codes. The grant of this Special Use is subject to building plans being submitted to and approved by the Inspection Services Division and by the Fire Department.

3. Hours of Operation. The allowable hours of operation for Regional Finance Corporation of Wisconsin will be 8:30am – 5:30pm, Monday through Friday.

4. Off-Street Parking. The entire building, under the category of “Shopping Centers,” requires 78 off-street parking stalls. Heights Finance Corporation requires 11 of the 78 spaces. Eighty-three (83) off-street parking stalls are provided on site.

5. Signage. Signage shall be in compliance with the City’s Signage Ordinance. Any building window signage shall not exceed twenty-five (25) percent of the net glazed front window area per business premises. Rope/LED trim lighting shall not be allowed.

6. Public Nuisance. In accordance with Chapter 11 of the Municipal Code, Public Nuisances are prohibited. Public Nuisances include blighted properties due to an accumulation

thereon of junk or other unsightly debris. Enforcement and abatement of public nuisances, including revocation of the Special Use Permit, may take place after three (3) or more nuisance activities have occurred at a premise on separate days during a one hundred and eighty (180) day period.

7. Marketing Displays. The use of pennants, special lighting, flags, streamers or other signage typically temporary in nature, hanging, floating or attached to a structure or vehicle shall not be permitted.

8. Outdoor Lighting. All outdoor lighting fixtures shall be shielded in such a manner that no light splay from the property boundaries. Full-cut off fixtures and or house side shields utilized to minimize light splay. Rope/LED trim lighting is not permitted.

9. Litter. Employees shall inspect the area and the immediate vicinity and pick up litter on a daily basis.

10. Refuse Collection. All refuse to be provided by a commercial hauler. All refuse, recyclables and other waste material shall be screened from view by the existing fence/enclosure provided on site.

11. Pest Control. Exterior pest control shall be maintained at all times and pest control problems shall be addressed immediately.

12. Pagers, Intercoms. The use of outdoor pagers, intercoms, or speakers shall not be permitted on site as surrounding land use consists of residential uses.

13. Noxious Odors, Etc. The use shall not emit foul, offensive, noxious or disagreeable odors, gases, or effluvia into the air. Mechanical systems shall be maintained to efficiently remove noxious odors.

14. Pollution. The use shall not cause any noxious or unwholesome liquid or substance or any dirt, mud, sand, gravel, or stone refuse or other materials to be deposited upon any public right of way or flow into any sanitary sewer, storm sewer, or water supply system, or onto adjacent properties.

15. Deliveries and Refuse Pickup. The property will be required to abide by the City of Greenfield health/public nuisance rules per Chapter 12 of the Municipal Code. Because there is a residential neighborhood adjacent to the site, delivery operations and refuse pick up shall only be permitted during daytime hours. These functions shall not be permitted between the hours of 9:00 p.m. and 7:00 a.m.

16. Expiration of Special Use Permit. Any special use approved by the Common Council shall lapse and become null and void one (1) year from and after that approval if the use has not commenced, construction is not underway, or the owner has not obtained a valid building permit. An extension of these time limitations may be granted without a public hearing by the Common Council by resolution reauthorizing the special use in accordance with the following criteria:

A. The applicant requesting the extension shall complete a planning application available from the Community Development Division and shall submit a \$350.00 special use permit review/amendment fee.

B. A written explanation for the extension of time shall accompany the planning application along with a timeline/schedule for obtaining necessary permits, zoning, state and municipal approvals and a target date for construction start;

C. The request for extension shall be submitted within sixty (60) days of the expiration of the special use permit;

D. The extension, if granted, shall be valid for a period of six (6) months. If no building permit has been issued and construction has not commenced within six (6) months from and after the extension has been granted, the special use shall become null and void.

17. Miscellaneous.

A. Applicants are advised that the foregoing conditions are reasonably necessary to protect the public interest and to secure compliance with the standards and requirements specified in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code; that the issuance of the special use is expressly subject to compliance with said conditions.

B. The use, as granted herein, is subject to applicants' compliance with all other state and local laws and regulations which may be applicable to the proposed use of the real estate in question.

C. The special use, as granted herein, shall run with the land and benefit and restrict all future owners and occupants of the property, unless the use shall lapse or be terminated and the use will not be altered or extended (including structural alterations and/or additions) without the approval of the Common Council, following public hearing, all as provided in Sec. 21.04.0603 and Sec. 21.08.0103 of the Municipal Code.

18. Lapse. If the applicant does not meet all of the terms and conditions set forth in this grant of a special use within one year of the granting thereof, then the Special Use Permit shall lapse and become null and void and the applicant shall forfeit any right to use the property as conferred by the Special Use Permit. The failure of the applicant to meet the terms and conditions of the Special Use Permit shall subject the permit to being declared void by the Common Council after notice to the applicant and a hearing before the Common Council. Upon a finding by the Common Council on the matter, the applicant and/or any interested person may make comments regarding the matter to the Common Council prior to the Common Council's next regular meeting following the hearing recommendation. Upon the Common Council's finding that the Special Use Permit has lapsed and become void, the applicant shall cease all operations at the property.

19. Termination of Special Use. If the person or entity granted the special use violates, allows or suffers the violation of the ordinances of the City of Greenfield, the State of Wisconsin

or the United States on the premises covered by the special use, then the special use may be terminated.

20. Acknowledgement. That the applicants sign an acknowledgment that he/she/they has/have received these terms and conditions and will abide by them.

The undersigned applicant agrees to the terms and conditions and has agreed that the grant of the Special Use Permit is conditioned on meeting the terms and conditions of this resolution.

Sharlette Metts, d/b/a Heights Finance Corporation

Robert A. Knackert, d/b/a Norbert J Knackert Revocable Trust

Provided to applicant on the
_____ day of _____, 2020

Community Development Manager

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Committee: Common Council

Item Number:

Introduced By: Paula Schafer

Date Introduced: April 21, 2020

RELATING TO:

Discussion and decision to transfer the clearing account balance in excess of 7% of the total escrow fund (Fund 825) to GENRES in the amount of \$18,000.

SUMMARY:

At the April 19, 2011 Common Council meeting it was approved that at the beginning of each year to transfer any clearing account balance in the escrow account which exceeds 7% of the total escrow fund (Fund 825) at the end of the prior year to GENRES subject to Finance & Human Resources Committee and Common Council approval.

The escrow fund has a balance of \$398,047 as of December 31, 2019. 7% of that is \$27,863. The clearing account through December 31, 2019 has a balance of \$45,863, over by \$18,000.

Recommend approving the transfer of the excess of the 7% of the total escrow fund (Fund 825) to GENRES in the amount of \$18,000.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER _X_



Committee: Common Council

Item Number:

Introduced By: Paula Schafer

Date Introduced: April 21, 2020

RELATING TO: Discussion and decision to establish the 2020 Sewer Service Rates as proposed in the 2020 Budget.

SUMMARY:

When the 2020 budget was developed and passed the sewer rate for the city was estimated at \$24.56 per quarter per unit. The 2020 rate that was developed by the Finance Department is \$24.56 per quarter.

In 2013 it was established that the annual sewer rates be approved by Common Council before the bills are generated. Since the rate is equal to the 2020 budget estimate we have proceeded with producing the bills for the first quarter of 2020. We anticipate the bills to be mailed early May.

Seeking approval of the 2020 rates which were developed by the Finance Department as follows:

Local sewer charge \$24.56 per unit per quarter
Metro Sewerage District charge \$2.40 per thousand gallons
Metro Connection charge \$8.34 per connection per quarter

Attached is the annual notice provided to the council members.

Recommend approving the 2020 sewer rates.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER X___

DATE: April 1, 2020

TO: Elected Officials

CC: Finance Director

FROM: Shannon Farrington
Finance Department

2020 SEWER SERVICE RATES

RESIDENTIAL AND COMMERCIAL

	<u>2020</u>	<u>2019</u>	<u>% change</u>
Local Sewer Charge	\$ 24.56 per unit	\$ 24.40 per unit	0.65%
MMSD Volumetric Rate Charge	\$ 2.40 per thous. gal	\$ 2.25 per thous. gal	6.50%
MMSD Connection Charge	\$ 8.34 per conn.	\$ 8.11 per conn.	2.80%

For the residential unmetered accounts (flat rate customers on wells), the volumetric rate will be \$ 27.02 per quarter, compared to \$ 25.10 per quarter in 2019.
The minimum charge on consumption is \$ 6.00 per quarter, no change from 2019.

COMMON COUNCIL
OF THE
CITY OF GREENFIELD

RESOLUTION NO. ____

A RESOLUTION RELATING TO THE IMPOSITION OF LATE FEES AND PENALTIES
FOR SANITARY SEWER AND STORM WATER UTILITY BILLS

WHEREAS, in December, 2019, a novel strain of the coronavirus was detected, now named COVID-19, and it has spread throughout the world, including every state in the United States; and

WHEREAS, on January 3, 2020, the World Health Organization declared COVID-19 to be a Public Health Emergency of International Concern; and

WHEREAS, there has been a state of emergency by the federal, state and city government in response to the COVID-19 pandemic; and

WHEREAS, the Wisconsin Public Service Commission issued a ruling prohibiting regulated utility from imposing late fees during the pendency of the State declaration of emergency; and

WHEREAS, there have been unprecedented levels of unemployment claims resulting from the COVID-19 pandemic; and

WHEREAS, the municipal code provides for the imposition of a 4.5% penalty to late payments for sanitary sewer and storm water utility accounts; and

WHEREAS, the Common Council has determined that it is appropriate to waive the penalty on these accounts during the pendency of the state of emergency;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Greenfield that the sanitary sewer and storm water utilities shall temporarily suspend the imposition of penalties on late payments until the end of the City's declaration of emergency.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 21st day of April, 2020.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

FIHR 4/15 was cancelled & moved to CC 4/21/20

PACKETS FOR WEDNESDAY, 04 / 15 / 2020 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	4/3/2020	\$	179,827.56
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AP CHECKS	4/9/2020	\$	56,769.14
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WIRE TRANSFERS - MARCH 2020		\$	1,711,669.66
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P-CARDS/MAR 2020 STATEMENT	3/23/2020	\$	156,012.03
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TOTAL \$			2,104,278.39
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CC: PAULA

CC; FINANCE FOLDER