



**MINUTES**  
**BOARD OF ALDERMEN MEETING**  
**JANUARY 21, 2025 –7:00 p.m.**

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**CALL TO ORDER**

A meeting of the Board of Aldermen of the City of Glendale was held on Tuesday, January 21, 2025. Mayor Wilcox presided and called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Mayor Wilcox led the Pledge of Allegiance.

**ROLL CALL**

Aldermen Present

Aldermen Absent

Alderman Roberts  
Alderman Capshaw Cushing  
Alderman Lane  
Alderman Kayser  
Alderman Nauman  
Alderman Roettger

Also present were: Frank Johnson, City Administrator; Jim Hetlage, City Attorney; Jeff Beaton, Police Chief; and Gabby Macaluso, Deputy City Clerk.

**APPROVAL OF AGENDA**

Mayor Wilcox noted that while the January 21 date on the agenda title is correct, the date on the “Approval of Minutes” section of the agenda should be updated from January 6 to January 7, 2025 to reflect the date on which the meeting was held due to inclement weather.

Moved by Alderman Nauman, seconded by Alderman Lane and unanimously carried, to approve the agenda with the edited date.

**APPROVAL OF MINUTES**

Mayor Wilcox noted that the day of the week on the “Call to Order” section should say “Tuesday, January 7, 2025” instead of “Monday, January 7, 2025.”

Moved by Alderman Lane, seconded by Alderman Kayser and unanimously carried, to approve the regular meeting minutes of January 7, 2025 with this edit.

**CITIZEN COMMENTS**

No public comment.

17 Boy Scouts from Troop 360 attended the meeting as part of their work to receive the Citizenship in the Community and Communications badge.

## TREASURER’S REPORT

City Administrator Frank Johnson explained that the Treasurer’s Report provides a financial report for the first six months of the City’s fiscal year. During the month of December, the General Fund received \$1,020,242 in revenues and had \$598,670 in expenditures causing a monthly surplus of \$421,572.

## APPOINTMENTS

City Administrator Frank Johnson reminded the Board of Aldermen that last year, they reappointed every member serving on the Board of Adjustment, Architectural Review Board (ARB), and Plan Commission to staggered terms and made term lengths equal for both the ARB and Plan Commission. These changes were designed to better organize and structure appointments.

Members who had served the longest, were reappointed to a one-year term set to expire on January 31, 2025 to start that staggered reappointment schedule. The members up for reappointment are Thomas Lane on the Board of Adjustment, and Jeffrey Fernhoff and Reed Voorhees on the ARB/Plan Commission.

Alderman Lane recused herself from the discussion and voting of Thomas Lane being reappointed to the Board of Adjustment.

Moved by Alderman Roettger, seconded by Alderman Nauman, and unanimously carried, except for Alderman Lane, to approve the appointments as listed above.

## ORDINANCES FOR SECOND READING AND FINAL APPROVAL

**Bill 01-25** – Municipal Code Amendment Regarding All-Terrain & Utility Vehicles (Assigned Ord. No. 01-25)

Bill 01-25 was introduced, an ordinance amending section 300.010 of the Glendale municipal code pertaining to all-terrain vehicles and utility vehicles.

Mr. Johnson noted that the ordinance is to clarify the definition of all-terrain and utility vehicles to specify the vehicles that are prohibited on city streets.

Moved by Alderman Roettger, seconded by Alderman Capshaw Cushing and unanimously carried, to approve the second reading of Bill 01-25 by title only.

Moved by Alderman Nauman, seconded by Alderman Capshaw Cushing to approve the final reading of Bill 01-25.

The vote thereon was as follows:

|                          |       |
|--------------------------|-------|
| Alderman Nauman          | “Aye” |
| Alderman Roberts         | “Aye” |
| Alderman Capshaw Cushing | “Aye” |

|                   |       |
|-------------------|-------|
| Alderman Lane     | “Aye” |
| Alderman Kayser   | “Aye” |
| Alderman Roettger | “Aye” |

**Bill 02-25 – Personnel  
Policy Manual Amendment  
(Assigned Ord. No. 02-25)**

Bill 02-25 was introduced, an ordinance amending chapter IX of the city personnel policy manual regarding leave policies.

Mr. Johnson noted that the ordinance would update personnel policies to provide sick leave to part-time employees, allow all employees to take sick leave in smaller increments of time, and create a separate bank of paid time off for funeral leave. He also noted that the sick leave benefit to part-time employees would help with recruitment of employees and encourage them to stay home when sick.

Moved by Alderman Lane, seconded by Alderman Capshaw Cushing and unanimously carried, to approve the second reading of Bill 02-25 by title only.

Moved by Alderman Nauman, seconded by Alderman Capshaw Cushing to approve the final reading of Bill 02-25.

The vote thereon was as follows:

|                          |       |
|--------------------------|-------|
| Alderman Nauman          | “Aye” |
| Alderman Roberts         | “Aye” |
| Alderman Capshaw Cushing | “Aye” |
| Alderman Lane            | “Aye” |
| Alderman Kayser          | “Aye” |
| Alderman Roettger        | “Aye” |

**Discussion Items**

Mr. Johnson discussed the City’s sign code and the need to change language to be more content neutral. Mr. Johnson and City Attorney Jim Hetlage worked together to refine the language in the code and proposed the following changes for the Board of Aldermen to consider and vote on a later date.

- Signs may not be posted for more than 45 days in any 3-month period.
- No more than one sign containing the same message for lots having a width of 100’ or less. Larger lots may have no more than two signs containing the same message.
- No signs may be posted in the ROW or in such a manner as to obstruct any sight triangle at an intersection.

Mr. Johnson explained that in preparation for the Proposition S bond issue public education campaign, staff prepared and published an RFP for public engagement services. The City only received one response and it was more expensive than anticipated. Mr. Johnson stated that he believes the City can handle the campaign in house now that the new Communications Coordinator

has started. This outreach would include website information, newsletter, postcard, social media and other traditional communications mechanisms.

## REPORTS

### **Providing Internal Updates**

Mr. Johnson asked how the board would like to receive information regarding the tracking of critical projects and other initiatives.

Alderman Nauman said that they've always received status updates but would appreciate the visibility of seeing the updates for each item. The report would state the status, who owns it, when milestones will be met, etc. It would be the Excel version of the narrative that is in the packet.

Mayor Wilcox and Alderman Nauman thought that monthly updates would be a good place to start.

Alderman Nauman asked if the CA report could be pulled out of the Board of Aldermen packet and include in the email as a separate attachment.

### **Rezoning Public Hearing**

Mr. Johnson reminded the Board of Aldermen that the public hearing regarding the rezoning appeal for the coffee shop is set for the February 3<sup>rd</sup> Board of Aldermen meeting. He noted that any emailed public comment will be sent to them in batches.

Alderman Roberts asked about public engagement for this. Mr. Johnson said staff will update the marquee sign, mail notices to surrounding properties, advertise in the Countian and Webster-Kirkwood Times, and share info through the City's website, social media, and weekly e-newsletter.

Alderman Roettger asked what are the grounds on which the preliminary development plan should be measured by the BOA for approval. Mr. Hetlage said that he would be sending a memo to the BOA.

### **Other Updates**

The election filing paperwork has been filed with and certified by the Board of Elections.

Ms. Macaluso reminded the board members that the Glendale Firehouse Run is scheduled for Sunday, March 30.

## ALDERMEN COMMENTS

Alderman Roettger expressed appreciation to the Public Works Department for clearing streets and the Fire Department for their efforts to the numerous recent resident fire incidents.

Alderman Kayser express appreciation to the Public Works Department for the ice clearance on Alexandra Ave. Mr. Johnson noted that the drainage issues on that street would be a stormwater project funded by the bond issue if

it were passed. Expressed thanks to the Fire Department for working the fires and accidents in this cold weather.

Alderman Lane thanked Police, Fire, and Public Works Departments for their hard work and for keeping the city safe.

Alderman Capshaw Cushing also thanked the City’s departments for their hard work in the extreme weather.

Alderman Roberts also expressed appreciation for the City’s departments in keeping the community safe.

**EXECUTIVE SESSION  
(CLOSED)**

Moved by Alderman Kayser, seconded by Alderman Lane to adjourn to Executive Session in accordance with Section 610-021, section 3 for the purpose of dealing with employee information.

The vote thereon was as follows:

|                          |       |
|--------------------------|-------|
| Alderman Nauman          | “Aye” |
| Alderman Roberts         | “Aye” |
| Alderman Capshaw Cushing | “Aye” |
| Alderman Lane            | “Aye” |
| Alderman Kayser          | “Aye” |
| Alderman Roettger        | “Aye” |

**ADJOURN**

Moved by Alderman Nauman, seconded by Alderman Lane to adjourn to Executive Session at 7:55 p.m.