



I. CALL TO ORDER AND ROLL CALL

President Dickman called the meeting to order at 6:00pm

ROLL CALL

President: Sam Dickman
Trustees: Michael Barth Daniel Muchin
Robb DeGraff Dan Rosenfeld
Eido Walny Margaret Zitzer

Also Present: Village Manager Andy Pederson
Assistant Village Manager Jake Meshke
Director of Finance and Administration Lynn Galyardt
Police Chief Doug Larsson
Director of Communications Liane Scharnott
Village Attorney Chris Jaekels
There were thirteen people in the audience

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARING

**A. Public Hearing on the 2019 Community Development Block Grant Funds-
Proposed 2019 Village of Bayside Projects.**

IV. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration.

- A. Approval of:**
- 1. Finance and Administration meeting minutes, July 18, 2018.**
 - 2. Public Safety Committee meeting minutes, July 19, 2018.**
 - 3. Board of Trustee meeting minutes, July 19, 2018.**
 - 4. Summary of Claims for July 1, through August 3, 2018 in the amount of \$111,385.56.**
 - 5. License agreement between the Village of Bayside and James Butz and Bridget Paul at 133 E Fairy Chasm Road.**
 - 6. Refer right-of-way vacation of 700 block Glencoe Place to Plan Commission.**

Motion by Trustee Barth, seconded by Trustee Rosenfeld, to approve the Finance and Administration meeting minutes, July 18, 2018; Public Safety Committee meeting minutes, July 19, 2018; Board of Trustee meeting minutes, July 19, 2018; Summary of Claims for July 1, through August 3, 2018 in the amount of \$111,385.56; License agreement between the Village of Bayside and James Butz and Bridget Paul at 133 E Fairy Chasm Road; Refer right-of-way vacation of 700 block Glencoe Place to Plan Commission. Motion carried unanimously.

V. CITIZENS AND DELEGATIONS

None.

VI. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Safety Committee

a. Introduction of Police Officer David Bunting.

Chief Larsson introduced Officer David Bunting, who joined the Police Department on August 13 and has commenced his training period. David was a black-belt instructor at a studio in Milwaukee. He graduated from the Milwaukee Area Technical College Police Recruit Academy in May 2017.

b. Recognition of Director Scharnott for Public Safety Answering Point Director of the Year Award.

Manager Pederson stated that Director Liane Scharnott was recognized by NICE/Word Systems as the 2018 Public Safety Answering Point Director of the Year. Liane earned this award for her outstanding contributions to the field of public safety, innovative thinking, and improving public safety and service to the community. Liane was recognized for her hard work and dedication to the Bayside Communications Center.

c. Discussion/action on the July 2018 Police Department Report.

Chief Larsson provided an overview of the 2018 July Police Department Report stating there were 441 calls for service, a six-month review of budget expenditures was completed, the emergency operations plan is being revised, and there were five (5) applicants going through the Lieutenant promotion process.

Motion by Trustee Barth, seconded by Trustee DeGraff, on acceptance of the 2018 Police Department Report. Motion carried unanimously.

d. Discussion/action on the July 2018 Communication Center Report.

Director Scharnott provided an overview of the 2018 July Communications Center Report stating she will serve as Vice Chair for the Milwaukee County Special 9-1-1 Committee, Taylor Reed and Tyler Glaser were promoted to Certified Training Officers, and 9-1-1 calls are up two percent in comparison to this time last year.

Motion by President Dickman, seconded by Trustee DeGraff, on acceptance of the 2018 Communication Center Report. Motion carried unanimously.

2. Public Works Committee

a. Presentation of proclamation to DPW Technician Bryan Herbst for his 30 years of service.

President Dickman read the proclamation to Bryan Herbst for his 30 years of service. Board Members commended Bryan Herbst for 30 years of dedicated service to the Village in both public works and firefighting capacities.

b. Discussion/action on the July 2018 Department of Public Works Report.

Manager Pederson provided an overview of the July 2018 Public Works Report stating the Village was re-certified as a StormReady Community, 14 of 21 properties were re-certified for up-the-drive

garbage and recycling medical exemptions, and \$880 was received in an auction for excess/old supplies through Wisconsin Surplus.

Motion by Trustee Barth, seconded by Trustee DeGraff, to approve the July 2018 Department of Public Works Report. Motion carried unanimously.

c. Discussion/action on Ordinance 18-_____, an Ordinance to amend Section 104-9 of the Municipal Code with regard to water discharge and drainage ditch management.

Manager Pederson provided that the proposed ordinance revision would simplify Section 104-9 to prohibit water discharge from negatively impacting adjoining properties, public utilities, and rights-of-way. If properties are found to be in violation, there will be a 30-day compliance period with the option to have corrective action performed by Village staff on a fee-basis or a private contractor.

Under the proposed ordinance, the Village staff could provide different options for corrective action with accompanying charges for the service. The resident would be given the option for excavation down either 12 inches, 18 inches, or 24 inches depending on the drainage situation and either have an exposed rock or infiltration fabric wrap and top dress finished. The proposed charges for service would be as follows:

- 12 inches deep/4 feet wide: \$40/linear foot with exposed rock, 10 foot minimum charge
 - \$60/linear foot with infiltration fabric wrap and top dressed, 10 foot minimum charge
- 18 inches deep/4 feet wide: \$50/linear foot with exposed rock, 10 foot minimum charge
 - \$70/linear foot with infiltration fabric wrap and top dressed, 10 foot minimum charge
- 24 inches deep/4 feet wide: \$60/linear foot with exposed rock, 10 foot minimum charge
 - \$80/linear foot with infiltration fabric wrap and top dressed, 10 foot minimum charge

Trustee DeGraff asked about educating the public about the storage component of stormwater ditches. Manager Pederson stated that the Village has been communicating the information through the Bayside Buzz and publications created by Sweet Water, a partner in the Fund for Lake Michigan Grant project.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve Ordinance 18-691, an Ordinance to amend Section 104-9 of the Municipal Code with regard to water discharge and drainage ditch management. Motion carried unanimously by roll call vote.

d. Discussion/update on 2018 capital projects.

- **Ravine Lane Slope Stabilization and Manhole Protection Project**

Manager Pederson provided that the Ravine Lane Stabilization Project will stabilize the ravine and a Village-owned manhole along West Ravine Lane. The ravine has been eroding over time, which has destabilized the manhole and put it in jeopardy. The project has been awarded to WSO Grading and Excavating. The project is scheduled to begin in the middle of September and conclude in late October.

- **2018 Driveway Culvert Replacement and Street Resurfacing Project**

Manager Pederson provided that the driveway culvert replacement and stormwater ditch regrading portion of the project was nearing completion. Crews were installing the remaining driveway culverts and will follow with landscape restoration. With completion of the project, crews will have replaced 41 driveway culverts and six (6) cross culverts. Paving was anticipated to begin on August 20, however, the contractor requested a delayed start. The paving contract specifies that the paving and all landscape restoration needs to be completed by September 17, 2018.

- **Fund for Lake Michigan Grant Stormwater Management Project**

Manager Pederson provided that Villani Landshapers gave a start date of August 27 to complete the prototype stormwater ditch construction on N King Road. It is estimated to be an eight (8) day project to conclude in early September. The prototype stormwater ditch designs will be a bioswale, rain garden, and bio-retention feature. The construction of the prototype ditch designs will conclude the first phase of the Fund for Lake Michigan Grant. The first phase of the project has been an engineered flow path model of the Pelham-Heath neighborhood, resident social mapping where they see stormwater accumulate on their property, neighborhood meetings, education and outreach, and the design and construction of the prototype stormwater ditches.

- **Indian Creek Watershed Diversion Project**

Manager Pederson provided that the Indian Creek Watershed Diversion project will bring stormwater from Ellsworth Park to Village Hall, as opposed to going to the 621 Brown Deer Road Pond. This stormwater improvement will ease the strain on the current system and direct water to Lake Michigan instead of Indian Creek. The project has been awarded to WSO Grading and Excavating. Thus far, the north parking lot at Village Hall has been removed. The contractor is working from Village Hall up to King Road from now until the completion of the 5k and Village Picnic. This phase of the project includes enlarging the stormwater pond north of Village Hall, installing stormwater pipe, regrading ditches on the south side of Ellsworth Lane and replacing culverts. After the 5k and picnic, the project will finish with the stormwater pipe connecting into the retention pond at Ellsworth Park.

3. Finance and Administration Committee

a. Discussion/action on the July 2018 Finance and Administrative Services Report.

Director Galyardt provided an overview of the July 2018 Finance and Administrative Services Report stating Board of Review was held, net new construction allows for a possible levy increase of \$12,610 in 2019, and the Village concluded 2017 tax payment collection.

Motion by Trustee Rosenfeld, seconded by Trustee Zitzer, on acceptance of the July 2018 Finance and Administrative Services Report. Motion carried unanimously.

b. Discussion/action on the July 2018 Financial Statement and Investment Report.

Trustee Barth stated that expenses are on track for this time of year.

Motion by President Dickman, seconded by Trustee DeGraff, on acceptance of the July 2018 Financial Statement and Investment Report. Motion carried unanimously.

c. Discussion/action on Resolution 18-_____, a Resolution to amend Resolution 18-18 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

Manager Pederson provided that the proposed revision to the fee schedule for plan review fees and water discharge management. The plan review fees follow the Wisconsin Department of Safety and Professional Services plan review fee schedule.

It also included the proposed program to address drainage concerns from Section 104-9 of the Municipal Code. Corrective action performed by Village staff for water discharge in the public right-of-way fees are being established in three tiers. Residents will have the opportunity to have Village staff dig down either 12 inches, 18 inches, or 24 inches in four-foot wide segments. Prices per linear foot are proposed to be as follows:

- 12 inches deep/4 feet wide: \$40/linear foot with exposed rock, 10 foot minimum charge
 - \$60/linear foot with infiltration fabric wrap and top dressed, 10 foot minimum charge
- 18 inches deep/4 feet wide: \$50/linear foot with exposed rock, 10 foot minimum charge
 - \$70/linear foot with infiltration fabric wrap and top dressed, 10 foot minimum charge
- 24 inches deep/4 feet wide: \$60/linear foot with exposed rock, 10 foot minimum charge
 - \$80/linear foot with infiltration fabric wrap and top dressed, 10 foot minimum charge

Motion by Trustee Walny, seconded by Trustee Zitzer, on acceptance of on Resolution 18-24, a Resolution to amend Resolution 18-18 revising the fee schedule as referenced by the Village of Bayside Municipal Code. Motion carried unanimously by roll call vote.

d. Discussion/action authorizing submittal of the 2019 Community Development Block Grant application.

Manager Pederson provided that this request authorizes submittal of the 2019 Community Development Block Grant application. The funding is utilized for the Village's portion of the LX Club Coordinator position.

Motion by Trustee Muchin, seconded by Trustee DeGraff, on authorizing submittal of the 2019 Community Development Block Grant application. Motion carried unanimously.

e. Discussion/action on the Fund for Lake Michigan Stormwater Grant.

Manager Pederson provided that the Village has been awarded a second grant through the Fund for Lake Michigan for a total of \$65,000. The first installment of \$30,000 has been received. The first grant of \$75,000 has been used to focus on stormwater challenges in the Pelham-Heath neighborhood, create an engineered flow path model, engage residents in social mapping where they see stormwater accumulate on their property, and design and construct three (3) prototype stormwater ditches on N King Road for challenging drainage situations.

The second grant of \$65,000 will be used to assist funding implementation of the prototype ditch designs throughout the Village based on drainage need. Combined the Village will have received \$140,000 in Fund for Lake Michigan grants in the last two (2) years.

Motion by President Dickman, seconded by Trustee DeGraff, on acceptance of the Fund for Lake Michigan Stormwater Grant. Motion carried unanimously.

f. Discussion/action on the Government Finance Officers Association 2018 Distinguished Budget Award.

Manager Pederson provided that this is the eleventh year in a row that the Village has received the Distinguished Budget Award from the Government Finance Officers Association. At the time of the Board meeting, the Village was one (1) of 185 governments to receive the award in 2018 nationally and one (1) of only nine (9) to receive the Distinguished Budget Award in the State of Wisconsin.

Trustee DeGraff suggested having a poster board display at the Village Picnic highlighting the Village's accomplishments.

Motion by Trustee Muchin, seconded by Trustee Zitzer, on the Government Finance Officers Association 2018 Distinguished Budget Award. Motion carried unanimously.

g. Discussion/action on the 2018 International City/County Management Certificate of Excellence in Performance Measurement.

Manager Pederson provided that the Village received the Certificate of Excellence, the highest level of achievement, from the International City/County Management Association. The Village has been recognized for its performance measurement program since 2011, five (5) times at the level of excellence. The Village was one (1) of 57 governments to be recognized for exemplary performance management initiatives internationally and one (1) of 29 to be recognized at the level of excellence. The Village was the only local government in the State of Wisconsin to be recognized at the level of excellence.

Motion by President Dickman, seconded by Trustee Zitzer, on the 2018 International City/County Management Certificate of Excellence in Performance Measurement. Motion carried unanimously.

- 4. Intergovernmental Cooperation Council-No Report.**
- 5. Board of Zoning Appeals-No Report.**
- 6. Plan Commission-No Report.**
- 7. Architectural Review Committee-No Report.**
- 8. Library Board**

Library Director Susan Draeger-Anderson will be providing a presentation at the October Board of Trustee meeting in the proposed library renovations and funding request.

9. Community Event Committee

a. Discussion/update on the 2018 Village Picnic.

Director Galyardt provided that the following had been completed for the Village Picnic:

- Inflatable rock climbing wall with staffing
- Inflatable 40' obstacle course
- Inflatable bounce houses
- Inflatable soccer knocker balls
- Inflatable pool table
- Inflatable hockey rink
- Tents, tables, and chairs reserved through Canopies
- Portable sink reserved

- Corn roaster to be delivered and picked up from Schmitz
- DJ Mike Sherwood through ACA entertainment
- Balloon entertainment from 3pm to 6pm
- Usinger's will perform the grilling
- Sendik's will provide water for 5k and the Village Picnic

The North Shore/Fire Rescue Department, LX Club, and Schlitz Audubon Nature Center will attend the picnic. The North Shore Health Department had been contacted about attending. Beer Capitol has been contacted about reserving the beer trailer. Elected officials have been notified by mail of the date and time of the event.

Trustee DeGraff inquired about that status of volunteers.

b. Discussion/update on the Bayside 5k Run/2 Mile Walk.

Manager Pederson provided that at the time of the Board meeting, 200 participants had registered for the Bayside 5k Run/2 Mile Walk. The event is being promoted through mailings to past participants, the Bayside Buzz, and social media. Promotion efforts will continue up to the event date. The Greatest Showman was selected as the movie in the park.

Race timing and movie in the park set-up have been reserved. Next steps include finalizing volunteer plans, route inspection, and race day logistics.

10. North Shore Fire Department-No Report.

11. Community Development Authority-No Report.

VI. VILLAGE PRESIDENT'S REPORT-No report.

VII. VILLAGE MANAGER'S REPORT No report.

VIII. VILLAGE ATTORNEY'S REPORT No report.

VII. MISCELLANEOUS BUSINESS BY THE TRUSTEES AS MAY PROPERLY BE BROUGHT BEFORE THE BOARD

None.

VIII. CORRESPONDENCE

None.

IX. ADJOURNMENT

Motion by Trustee DeGraff, seconded by Trustee Muchin, to adjourn the meeting at 6:35pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration | | October 21, 2018