



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-excused
Eido Walny-excused
Margaret Zitzer

Public Works Committee Member: JoAnn Lutz-excused

Public Safety Committee Member: Mort Swerdlow

Also Present: Village Manager Andy Pederson
Police Chief Doug Larsson
Village Attorney Chris Jaekels
There were three people in the audience

II. PLEDGE OF ALLEGIANCE

III. CONSENT AGENDA

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

A. Approval of:

1. **Board of Trustee meeting minutes, January 17, 2019.**
2. **Summary of Claims for January 1, 2019 through February 8, 2019 in the amount of \$876,716.40.**
3. **License Agreement between the Village of Bayside and James Butz and Bridget Paul at 133 E Fairy Chasm Road.**

Motion by Trustee Muchin, seconded by Trustee DeGraff, to approve the Board of Trustee meeting minutes, January 17, 2019; Summary of Claims for January 1, 2019 through February 8, 2019 in the amount of \$876,716.40; License Agreement between the Village of Bayside and James Butz and Bridget Paul at 133 E Fairy Chasm Road. Motion carried unanimously.

IV. CITIZENS AND DELEGATIONS

None.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. **Public Safety Committee**

a. Introduction of Police Officer Veronika Metanova.

Chief Larsson stated Police Officer Veronika Metanova started with the Village on January 28, holds bachelor's and master's degrees from Concordia University and completed the basic police academy training at the Milwaukee Area Technical College.

b. Discussion/action on the January 2019 Police Department Report.

Chief Larsson provided an overview of the January 2019 Police Department Report noting Veronika Metanova joined the Department, there were 10,142 miles patrolled, and the Sector Chief Program was presented at the Coffee with the Village Manager event.

Motion by Trustee Barth, seconded by Trustee Muchin, on acceptance of the January 2019 Police Department Report. Motion carried unanimously.

c. Discussion/action on the January 2019 Communication Center Report.

Manager Pederson provided an overview of the January 2019 Communication Center Report noting calls were down 10% in January 2019 in comparison to January 2018, the Center completed training on Flight for Life response, and Director Scharnott was attending the Wisconsin Active Threat Conference in preparation for a North Shore tabletop training drill.

Motion by Trustee Barth, seconded by Trustee Muchin, on acceptance of the January 2019 Communication Center Report. Motion carried unanimously.

d. Discussion/action on the 2018 Police Department Annual Report.

Chief Larsson provided an overview of the 2018 Police Department Annual Report noting Officers Paul Picciolo and Cory Fuller were promoted to Lieutenant; Wisconsin Law Enforcement Accreditation Group (WILEAG) CORE accreditation status was achieved; 301 miles were patrolled on average per shift; 787 hours of training were completed; and, 17,924 calls for service, 1,060 citations and 244 arrests were processed in 2018.

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

e. Discussion/update on Police Department Community Engagement program, myBlue, Building the Bond...One Street at a Time.

Chief Larsson provided an overview of the new Police Department community engagement program, myBlue, stating myBlue is the tailored delivery of non-urgent advice, resources, and individualized police services to eight neighborhoods within Bayside as well as providing which officer is assigned to each neighborhood.

2. Public Works Committee

a. Discussion/action on the January 2019 Department of Public Works Report.

Manager Pederson provided an overview of the January 2019 Department of Public Works Report noting crews removed 16 trees in the 2019 removal project, 101 tons of salt were used clearing 26 inches of snow during three (3) major events, and the Bird City USA application was submitted.

Motion by Trustee Barth, seconded by Trustee Zitzer, on acceptance of the January 2019 Department of Public Works Report. Motion carried unanimously.

b. Discussion/action on the 2018 Public Works Annual Report.

Manager Pederson provided an overview of the 2018 Public Works Annual Report noting 71 trees were removed, 66 were ash trees impacted by Emerald Ash Borer; 47 driveway culverts were replaced and 11,200 feet of stormwater ditching was completed; 18,400 feet of sanitary sewer mains were cleaned and 16,146 feet were televised; 8,222 piles of yard waste and 2,985 piles of loose leaves were collected; collection hours were down 15% as a whole and yard waste hours were down 29%; and, 37 trees were planted as part of the Adopt-A-Tree Program.

Motion by Trustee DeGraff, seconded by Trustee Barth, on acceptance of the 2018 Public Works Annual Report. Motion carried unanimously.

c. Discussion/action on Kapur and Associate's Engineering Agreement for 2019 Tree Inventory Update.

Manager Pederson stated the engineering agreement with Kapur and Associates was for preliminary work necessary for the tree inventory update, loading the updated inventory into the Village's geographic information system (GIS) upon inventory completion and the total cost of the agreement was for \$1,640 to be funded through the Urban Forestry Grant.

Motion by President Dickman, seconded by Trustee Barth, on acceptance of Kapur and Associate's Engineering Agreement for 2019 Tree Inventory Update. Motion carried unanimously.

d. Discussion/action of Kapur and Associate's Hermitage and Bay Point Lift Station Condition Assessment Report.

Manager Pederson stated the Village retained Kapur and Associates to complete a site inspection and lift station analysis to determine future improvements to the system. Manager Pederson provided an overview of the findings and recommendations, which would cost an estimated \$92,800 for the Hermitage lift station and \$162,800 for the Bay Point lift station. Manager Pederson stated the next steps would be to commission the Village Engineer to develop plans and specifications to address the identified issues.

Motion by Trustee DeGraff, seconded by Trustee Barth, on acceptance of Kapur and Associate's Hermitage and Bay Point Lift Station Condition Assessment Report. Motion carried unanimously.

e. Discussion/action on contract award for the 2019 Storm and Sanitary Sewer Rehabilitation Project.

Manager Pederson stated four (4) contactors bid on 10,480 linear feet of cured-in-place pipe (CIPP) lining for sanitary and storm sewer throughout the Village as well as one (1) sanitary sewer main spot repair on Meadowlark Lane and provided a recommendation to award the contract to Visu-Sewer at the low base bid of \$295,539.50 to be funded through the 2018 borrowing.

Motion by President Dickman, seconded by Trustee Zitzer, on acceptance of contract award for the 2019 Storm and Sanitary Sewer Rehabilitation Project. Motion carried unanimously.

f. Discussion/action on contract award for the 2019 Street Improvement Project.

Manager Pederson stated two (2) contractors bid on resurfacing North Meadowlark Lane and North Tennyson Drive between Fairy Chasm and Hermitage Roads, the Ellsworth Park parking lot, and 50

driveway aprons with a recommendation to award the contract to Stark Asphalt at the low bid of \$226,252 to be funded through the 2018 borrowing.

Motion by Trustee DeGraff, seconded by President Dickman, on acceptance of contract award for the 2019 Street Improvement Project. Motion carried unanimously.

g. Discussion/action on contract award for Tree Removal Project.

Manager Pederson stated Wallace Tree Care provided a quote of \$24,500 to cut trees down to a height where Village crews could cut the remainder from the ground with the work to be funded in part through the Urban Forestry Grant and monies available from savings in Department of Public Works personnel due to vacancies.

Motion by President Dickman, seconded by Trustee DeGraff, on acceptance of contract award for Tree Removal Project. Motion carried unanimously.

h. Discussion/action on Intergovernmental Cooperation Agreement between the Milwaukee Metropolitan Sewerage District and Village of Bayside to Recognize Joint TMDL Implementation Initiatives.

Manager Pederson stated that as the Village contributes financially to the Milwaukee Metropolitan Sewerage District (MMSD), the Intergovernmental Cooperation Agreement would allow the Village to count projects completed by MMSD towards achieving Department of Natural Resources stormwater quality requirements.

Motion by Trustee DeGraff, seconded by Trustee Zitzer, on acceptance on Intergovernmental Cooperation Agreement between the Milwaukee Metropolitan Sewerage District and Village of Bayside to Recognize Joint TMDL Implementation Initiatives. Motion carried unanimously.

3. Finance and Administration Committee

a. Discussion/action on the December 2018 Financial Statement.

Trustee Barth noted that expenditures and revenues were in line with 2018 fiscal year-to-date.

Motion by Trustee DeGraff, seconded by Trustee Zitzer, on acceptance of the December 2018 Financial Statement. Motion carried unanimously.

b. Discussion/action on the January 2019 Finance and Administrative Services Report.

Manager Pederson provided an overview of the January 2019 Finance and Administrative Services Report noting the final journal entries and invoices were entered for 2018, final 2018 payroll reports for the IRS and State of Wisconsin were completed, and Quarterly General Transportation and Connecting Highway Aids were received.

Motion by President Dickman, seconded by Trustee DeGraff, on acceptance of the January 2019 Finance and Administrative Services Report. Motion carried unanimously.

c. Discussion/action on the January 2019 Financial Statement and Investment Report.

Trustee Barth noted that expenditures and revenues were in line with 2019 fiscal year-to-date.

Motion by President Dickman, seconded by Trustee DeGraff, on acceptance of the January

2019 Financial Statement and Investment Report. Motion carried unanimously.

d. Discussion/action on 2018 Communications Report.

Manager Pederson provided an overview of the 2018 Communications Report noting Facebook likes increased by 13.1% and followers increased 12.5%; Twitter impressions increased by 70.4% from 2017; Bayside Buzz average open rate was 46.3%, which was 25.3% higher than industry average; website visits increased by 18.6% from 2017; 1,186 service requests were submitted through Access Bayside, which was an all-time high and a 16.7% increase from 2017; and, the Village submitted 139 articles through the Village Scene, which averaged 11 per month and was a 43.2% article increase from 2017.

Motion by President Dickman, seconded by Trustee Zitzer, on acceptance of the 2018 Communications Report. Motion carried unanimously.

e. Discussion/action on Resolution 19-___, a resolution supporting State of Wisconsin levy limit exemptions for consolidated dispatch centers.

Manager Pederson stated consolidating dispatch into the Bayside Communications Center has decreased call processing time by over one minute and is projected to save over \$28 million over a 20-year study period; the seven north shore communities continue to save money through the consolidation, but modest year over year community costs cannot be incorporated into current levy limits; and provided a recommendation to pass the resolution supporting a narrow exemption for consolidated dispatch centers from levy limits.

Motion by President Dickman, seconded by Trustee Muchin, on Resolution 19-05, a resolution supporting State of Wisconsin levy limit exemptions for consolidated dispatch centers. Motion carried unanimously by roll call vote.

f. Discussion/action on Resolution 19-___, a resolution to amend the 2018 Budget to reflect changes in revenues and expenditures.

Manager Pederson stated that the item was a 2018 year-end housekeeping measure for the Sanitary Sewer Fund.

Motion by Trustee Zitzer, seconded by Trustee Muchin, on Resolution 19-06, a resolution to amend the 2018 Budget to reflect changes in revenues and expenditures. Motion carried unanimously by roll call vote.

g. Discussion/action on Resolution 19-___, a resolution amending resolution 18-29 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

Manager Pederson stated the change to the fee schedule would increase the driveway culvert replacement project fee to \$600 for those within the road project and \$1,000 for those outside of the road project boundaries as a result of increased supply and labor costs.

Motion by President Dickman, seconded by Trustee Muchin, on Resolution 19-07, a resolution to amending resolution 18-29 revising the fee schedule as referenced by the Village of Bayside Municipal Code. Motion carried unanimously by roll call vote.

h. Discussion/action on North Shore Environmental Health Consortium.

Manager Pederson stated the North Shore Environmental Health Consortium was a fee-funded program which has not increased in three years and the Consortium recommended a 4% increase for all program fees to maintain services and cover program costs.

Motion by Trustee DeGraff, seconded by Trustee Muchin, on North Shore Environmental Health consortium. Motion carried unanimously.

i. Presentation/discussion of Village Investment portfolio by Joseph Olson of BMO Global Asset management.

Joseph Olson from BMO Global Asset management provided the annual overview of the Village's Investment portfolio in the BMO Global Asset Management program.

- 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**

a. Discussion/update on 2018 North Shore Library 2018 in Review.

Library Director Draeger-Anderson provided an overview of the North Shore Library 2018 in Review noting 39,512 checkouts by Bayside residents; 126,347 citizens visited the library; 927 new library members; 239,334 physical items checked out; and, the Library created an e-newsletter to keep patrons informed about programming and services.

9. Community Event Committee

a. Appointment of Margaret Zitzer as Ad Hoc Community Events Committee Chair.

Manager Pederson stated Trustee Zitzer would replace Trustee Rosenfeld as Chair of the Ad Hoc Community Events Committee.

Motion by Trustee Muchin, seconded by Trustee Barth, to approve the appointment of Margaret Zitzer as Ad Hoc Community Events Committee Chair. Motion carried unanimously.

b. Appointment of Erin LeMoine as 2019 Volunteer Committee Chair.

Manager Pederson stated Erin LeMoine would be tasked with coordinating and facilitating volunteer efforts for 2019 community events.

Motion by Trustee Muchin, seconded by Trustee DeGraff, to approve the appointment of Erin LeMoine as 2019 Volunteer Committee Chair. Motion carried unanimously.

c. Appointment of Dan Rosenfeld and John Krampf as 2019 Fundraiser Committee Co-Chairs.

Manager Pederson stated Trustee Rosenfeld and John Krampf would lead fundraising efforts for the 2019 community events.

Motion by Trustee Barth, seconded by Trustee Muchin, to approve the appointment of Dan Rosenfeld and John Krampf as 2019 Fundraiser Committee Co-Chairs. Motion carried unanimously.

10. North Shore Fire Department

- a. Discussion/action on Resolution 19-___, a resolution confirming obligation to contribute to North Shore Fire Department's budget to pay debt service on bonds issued by the Village of Whitefish Bay on behalf of the North Shore Fire Department.**

Manager Pederson stated the item was related to the Whitefish Bay fire station remodeling project; borrowing for the project would be feathered to not increase property taxes for Village debt related to the North Shore Fire Department; and, only interest would be paid until current North Shore Fire Department debt expired in 2022.

Motion by Trustee Muchin, seconded by Trustee Barth, to approve Resolution 19-08, a resolution confirming obligation to contribute to North Shore Fire Department's budget to pay debt service on bonds issued by the Village of Whitefish Bay on behalf of the North Shore Fire Department. Motion carried unanimously by roll call vote.

- b. Discussion/action on Resolution 19-_____, a resolution approving the "single or multi-year capital" budget to remodel the Whitefish Bay fire station in 2019.**

Motion by Trustee Muchin, seconded by Trustee Barth, to approve Resolution 19-09, a resolution approving the "single or multi-year capital" budget to remodel the Whitefish Bay fire station in 2019. Motion carried unanimously by roll call vote.

11. Community Development Authority-No report

VI. VILLAGE PRESIDENT'S REPORT-No report

VII. VILLAGE MANAGER'S REPORT

Manager Pederson stated that he would attend the Northing Bundt Cakes ribbon cutting ceremony the week of February 25.

VIII. VILLAGE ATTORNEY'S REPORT-No report

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

X. CORRESPONDENCE

XI. MOTION TO ADJOURN TO CLOSED SESSION

- A. Pursuant to Section 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Village Manager Performance Evaluation);**
- B. Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session (Municipal Court Memorandum of Understanding and Library Services**

Agreement).

Motion by Trustee Muchin, seconded by President Dickman, to adjourn to closed session at 7:10pm Pursuant to Section 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Village Manager Performance Evaluation); Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session (Municipal Court Memorandum of Understanding and Library Services Agreement). Motion carried unanimously.

XII. MOTION TO RECONVENE IN OPEN SESSION Pursuant to Section 19.85 (2)

Motion by Trustee Muchin, seconded by President Dickman, to reconvene in open session at 7:35pm pursuant to Section 19.85 (2). Motion carried unanimously.

A. Action on items in closed session.

Trustee Barth provided a summary of the Village Manager 2018 performance evaluation.

XIII. ADJOURNMENT

Motion by Trustee Barth, seconded by Trustee Zitzer, to adjourn the meeting at 7:38pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration