



## 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 Margaret Zitzer

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

## II. PLEDGE OF ALLEGIANCE

## III. PUBLIC HEARING

### A. Public Hearing on Proposed 2019 Annual Budget and establishing the 2018 Tax Levy for Operating the Government and Administration of the Village of Bayside.

President Dickman opened public hearing at 6:01pm.

#### 1. Public Discussion

There was no public discussion.

President Dickman closed Public Hearing at 6:02pm.

#### 2. Board Discussion

President Dickman stated the Finance and Administration, Public Works, and Public Safety Committees reviewed the 2019 Budget at the budget workshop on November 8. Trustee DeGraff commended staff on the 2019 Budget document.

## IV. 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, October 18, 2018.
2. Finance and Administration, Public Safety, and Public Works Committee meeting minutes, November 8, 2018.
3. Summary of Claims for October 6, 2018 through November 12, 2018 in the amount of \$466,914.51.

### B. Action on:

**1. Application for issuance of operator's license request for Tianna Burton, (Bayside Sendik's) which has been approved by the Police Department.**

Motion by Trustee Muchin, seconded by Trustee Barth to approve the Board of Trustee meeting minutes, October 18, 2018; Finance and Administration, Public Safety, and Public Works Committee meeting minutes, November 8, 2018; Summary of Claims for October 6, 2018 through November 12, 2018 in the amount of \$466,914.51; Acceptance on an Application for issuance of operator's license request for Tianna Burton (Bayside Sendik's) which has been approved by the Police Department. Motion carried unanimously.

**V. CITIZENS AND DELEGATIONS**

**A. Presentation/discussion on proposal from Village of Brown Deer to join the North Shore Library and relocate facility to 4301 W. Brown Deer Road.**

Manager Pederson stated the Village of Brown Deer withdrew their proposal to join the North Shore Library for a variety of reasons and noted if a community wanted to join individually, the Village of Brown Deer would be open to consideration.

Tessa Bartels, 208 E Ravine Bay Road, stated her concern for the Village of Brown Deer's proposal not being well thought out and that the Village would be drawn in for financial reasons without considering what a library means to the community.

Kurt Glaisner, President of North Shore Library Board, stated that the Village of Brown Deer proposal was disruptive and not well thought out. He also stated that the Brown Deer facility was roughly the same size as the North Shore Library and the proposal was to add approximately 50% more people. Mr. Glaisner noted it's time to support the North Shore Library and not further delay capital improvements.

**VI. BUSINESS AGENDA**

**A. COMMITTEE AND COMMISSION REPORTS**

**1. Public Safety Committee**

**a. Presentation of a proclamation recognizing the life-saving action of Officers Blochowicz and Bowe.**

President Dickman presented a proclamation to Officers Blochowicz and Bowe recognizing their life-saving efforts in administering Narcan to an individual who overdosed on narcotics.

**b. Presentation of a proclamation recognizing the retirement of Police Officer Blochowicz.**

President Dickman presented a proclamation to Officer Blochowicz recognizing his retirement and service to the Village. Officer Blochowicz stated it's been an honor serving the residents of Bayside. Chief Larsson recognized Officer Blochowicz's family, noted several of Officer Blochowicz's accomplishments and thanked him for his service.

**c. Discussion/action on the October 2018 Police Department Report.**

Chief Larsson provided an overview of the October report noting there were 127 pounds of prescription drugs disposed of as a result of collection and the Police Department is in the process of hiring a replacement for Officer Blochowicz.

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

**d. Discussion/action on the October 2018 Communication Center Report.**

Director Scharnott provided an overview of the October report noting the Bayside Communications Center 9-1-1 calls were up 1.39% in comparison to this time last year.

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

**2. Public Works Committee**

**a. Discussion/action on the October 2018 Department of Public Works Report.**

Manager Pederson provided an overview of the October report noting 266 participated in the Fall Clean-Up Day with approximately 35,000 pounds of items collected, loose-leaf and yard waste collections were finishing up for the season, and interviews were scheduled for the following week to fill two (2) open Public Works positions. Trustee DeGraff questioned if there would be a post-Christmas drop-off. Manager Pederson stated a drop-off event would be held on Thursday, December 27, from 3-5pm.

Motion by Trustee Zitzer, seconded by Trustee Walny, on acceptance of the October 2018 Department of Public Works Report. Motion carried unanimously.

**b. Discussion/action on Kapur and Associates Engineering Agreement for 2019 Closed Circuit Televising CCTV Inspection of Sanitary and Storm Sewer.**

Manager Pederson stated the proposed engineering agreement from Kapur and Associates was for televising, review, and providing recommendations for improvements to approximately 29,000 linear feet of sanitary sewer main in the east and southeast portion of the Village. The total cost of the project is \$23,792 and will serve as a basis for future sanitary sewer repairs. The project has been identified and budgeted for in 2019.

President Dickman questioned if the Village had gone out to bid and the value of the agreement. Manager Pederson stated that the service is bid out periodically.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve Kapur and Associates Engineering Agreement for 2019 Closed Circuit Televising CCTV Inspection of Sanitary and Storm Sewer. Motion carried unanimously.

**c. Discussion/action on Kapur and Associates Engineering Agreement for 2019 Street Improvement Program.**

Manager Pederson stated the proposed engineering agreement from Kapur and Associates was for design and construction management of the 2019 road project. The 2019 road project includes North Tennyson Drive, between Hermitage and Fairy Chasm Roads; North Meadowlark Lane, between Hermitage and Fairy Chasm Roads; and, Ellsworth Park parking lot. The total cost of the engineering agreement is \$18,826. The project has been identified and budgeted for in 2019.

Motion by Trustee Barth, seconded by Trustee DeGraff, on acceptance on Kapur and Associates Engineering Agreement for 2019 Street Improvement Program. Motion carried unanimously.

**d. Discussion/action on Kapur and Associates Engineering Agreement for Design and Construction Management for 2019 Sanitary and Storm Sewer Rehabilitation.**

Manager Pederson stated the proposed engineering agreement from Kapur and Associates was for design and construction management for sanitary and storm sewer rehabilitation projects in 2019. Storm sewer rehabilitation would include cured-in-place pipe lining for an outlet pipe to a ravine on West Jonathan Lane and a cross-culvert on East Bay Point Road near the intersection of North Lake Drive. A stormwater pipe on East Glenbrook Road that outlets to the ravine would be replaced through a process known as pipe-bursting.

Manager Pederson stated there is about 10,000 feet of sanitary sewer main rehabilitation from televising projects in 2014, 2017, and 2018 where infiltration is the greatest. The project is budgeted for in 2019. Geographically, the work would take place throughout the Village.

President Dickman questioned how long the liners last and Manager Pederson stated the liner lasts a minimum of 50 years. Trustee Muchin questioned the cost of the agreement and Manager Pederson stated the agreement amount is \$31,346.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve Kapur and Associates Engineering Agreement Design and Construction Management for 2019 Sanitary and Storm Sewer Rehabilitation. Motion carried unanimously.

**e. Discussion/action on Birchline Planning Agreement for Pelham Heath Phase II Stormwater Project.**

Manager Pederson stated that the next three (3) agreements were for the second phase of the Pelham-Heath Stormwater Project. Manager Pederson stated that the grant objective is to create a framework for addressing private property stormwater issues and that the Village had received \$140,000 of grant funding over the past two (2) years from the Fund for Lake Michigan.

**f. Discussion/action on Southeastern Wisconsin Watersheds Trust Agreement for Pelham Heath Phase II Stormwater Project.**

**g. Discussion/action on Davis & Kuelthau Agreement for Pelham Heath Stormwater Phase II Stormwater Project.**

Motion by Trustee DeGraff, seconded by Trustee Walny, to approve Birchline Planning Agreement for Pelham Heath Phase II Stormwater Project; to approve Southeastern Wisconsin Watersheds Trust Agreement for Pelham Heath Phase II Stormwater Project; to approve Davis & Kuelthau Agreement for Pelham Heath Stormwater Phase II Stormwater Project. Motion carried unanimously.

**h. Discussion/update on 2018 capital projects.**

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

Manager Pederson stated 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 currently underway with slope regrading. Manager Pederson stated the goal is to finish the project this year, but it may need to finalize in spring due to the amount of rain received.

Trustee DeGraff questioned if there was a chance of sanitary sewer failure. Manager Pederson stated that the manhole has been stabilized and main is secure.

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

Manager Pederson stated the driveway culvert replacement and stormwater ditch regrading has been completed. Crews replaced 41 driveway culverts and six (6) cross culverts. Road resurfacing, shouldering, landscape restoration, several patches, and punch list items have also been completed.

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

Manager Pederson stated the prototype stormwater ditch designs are nearly complete. Two bioretention features, bioswale, and a rain garden have been installed. The plantings for the rain garden have been postponed until 2019 due to late season rain and falling temperatures. Manager Pederson stated that signs have been ordered for the outdoor classroom and that the Village met with the Bayside Middle School's engineering firm to restrict the amount of stormwater that flows to King Road from the school property.

- **Ellsworth Park Diversion Project**

Manager Pederson stated the Ellsworth Park 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 completed with a pressure test scheduled for the final week of November.

### **3. Finance and Administration Committee**

#### **a. Discussion/action on the October 2018 Finance and Administrative Services Report.**

Director Galyardt provided an overview of the October report noting there was an 82% turnout at the last election and all tax levy certifications were received from the various jurisdictions.

Motion by Trustee Walny, seconded by Trustee Zitzer, on acceptance of the October 2018 Finance and Administrative Report. Motion carried unanimously.

#### **b. Discussion/action on the October 2018 Financial Statement and Investment Report.**

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

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

#### **c. Discussion/action on Resolution 18-\_\_\_\_, a resolution adopting the 2019 annual budget and establishing the 2018 tax levy.**

Trustee Barth stated a .649% increase in the tax levy, or \$29,234, was proposed.

Motion by President Dickman, seconded by Trustee DeGraff, to approve Resolution 18-\_\_\_\_, a

resolution adopting the 2019 annual budget and establishing the 2018 tax levy. Motion carried by roll call vote.

**d. Discussion/action on Resolution 18-\_\_\_\_, a resolution adopting the 2019 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates.**

Trustee Barth stated there was approximately a \$.33 per month increase in the residential rate being proposed.

Motion by Trustee DeGraff, seconded by Trustee Barth, to approve Resolution 18-32, a resolution adopting the 2019 sanitary sewer enterprise budget and establishing the Residential and Commercial Sere User Fee rates. Motion carried unanimously by roll call vote.

**e. Discussion/action on Resolution 18-\_\_\_\_, a resolution adopting the 2019 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate.**

Trustee Barth stated there was approximately a \$.50 per month increase in the residential rate being proposed.

Motion by Trustee Muchin, seconded by Trustee DeGraff, to approve Resolution 18-33, a resolution adopting the 2019 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate. Motion carried unanimously by roll call vote.

**f. Discussion/action on Village Financial Policies.**

Trustee Barth stated the primary change being proposed within the update would increase the general fund fund balance threshold to 25% of budgeted general fund appropriations from 20%.

Motion by Trustee Walny, seconded by Trustee Muchin, to approve Village Financial Policies. Motion carried unanimously.

**g. Discussion/action on Resolution 18-\_\_\_\_, a resolution amending Resolution 18-24 revising the fee schedule as referenced by the Village of Bayside Municipal Code.**

Trustee Barth stated the fee schedule would be revised to reflect the proposed 2019 Sanitary Sewer User Fee rate of \$484 and Stormwater User Fee rate of \$229. Manager Pederson stated it also addresses the up-the-drive collection fee and special pick-up fee.

Motion by Trustee DeGraff, seconded by Trustee Muchin, to approve Resolution 18-29, a resolution amending Resolution 18-24 revising the fee schedule as referenced by the Village of Bayside Municipal Code. Motion carried unanimously by roll call vote.

**h. Discussion/action on 2018/2019 Strategic Initiative Implementation and Plan.**

Trustee Barth stated the 2018/2019 Strategic Initiative Implementation and Plan was reviewed and recommended by the Finance and Administration, Public Works, and Public Safety Committees at its budget workshop on November 8.

Motion by Trustee DeGraff, seconded by Trustee Muchin, to approve the 2018/2019 Strategic Initiative Implementation and plan. Motion carried unanimously.

**i. Discussion/action on Resolution 18-\_\_\_\_, a resolution amending the 2018 Budget to reflect changes in revenues and expenditures.**

Trustee Barth stated this is an end of the year housekeeping item to account for amended operational and project costs as well as grant revenues throughout the year.

Motion by Trustee DeGraff, seconded by Trustee Zitzer, to approve Resolution 18-30, a resolution amending the 2018 Budget to reflect changes in revenues and expenditures. Motion carried unanimously by roll call vote.

- 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-No report.**
- 9. Community Event Committee**
  - a. Discussion/action on the continuation of the Community Events Committee.**

Manager Pederson stated the Community Events Committee is an ad hoc committee and needs authorization each year. Trustee Zitzer stated her support for the continuation of the Community Events Committee.

Motion by President Dickman, seconded by Trustee Muchin, to continue the Community Events Committee. Motion carried unanimously.

- 10. North Shore Fire Department-No report.**
- 11. Community Development Authority-No report.**

**VII. VILLAGE PRESIDENT'S REPORT**

**A. Committee Appointments.**

Motion by President Dickman, seconded by Trustee DeGraff, to approve the committee appointments. Motion carried unanimously.

- 12. VILLAGE MANAGER'S REPORT-No report.**
- 13. VILLAGE ATTORNEY'S REPORT-No report.**

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

Trustee DeGraff stated he saw several coyotes and questioned methods to remove coyotes. Manager Pederson stated the Wisconsin Department of Natural Resources' recommendation to haze coyotes. He also stated a recommendation to use the Milwaukee County website for coyote activity reporting.

**IX. CORRESPONDENCE**

None.

**X. ADJOURNMENT**

Motion by Trustee Muchin, seconded by Trustee Barth, to adjourn the meeting at 6:45pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration | | March 7, 2019