



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
January 17, 2019

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-excused
Robb DeGraff
Dan Rosenfeld-excused
Eido Walny
Margaret Zitzer

Public Works Committee Member: JoAnn Lutz
Public Safety Committee Member: Mort Swerdlow-excused

Also Present: Police Chief Doug Larsson
Director of Communications Liane Scharnott
Director of Finance and Administration Lynn Galyardt
Assistant Village Manager Jake Meshke
Village Attorney Chris Jaekels
There were six 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, December 13, 2018.**
2. **Summary of Claims for December 8, 2018 through December 31, 2018 in the amount of \$324,036.49.**
3. **Humane Officer Appointment Authorization.**

Motion by Trustee Barth, seconded by Trustee Walny, to approve the Board of Trustee meeting minutes, December 13, 2018; Summary of Claims for December 8, 2018 through December 31, 2018 in the amount of \$324,036.49; and the Humane Officer Appointment Authorization. Motion carried unanimously with President Dickman recused.

IV. CITIZENS AND DELEGATIONS

Open to any citizen who wishes to speak on items not on the agenda. Please note there may be limited discussion on the information received, however, no action will be taken. Please state your name and address for the record.

- ### A. Introduction of Information Technology Enterprise Manager David Haley, Information Technology Technician Michael Blust, Department of Public Works Interim Operations Superintendent Shane Albers, and Department of Public Works

Municipal Operator/Service Technician Cary Matzen.

Manager Pederson introduced Interim Operations Superintendent Shane Albers and Municipal Operator/Service Technician Cary Matzen. Manager Pederson introduced Information Technology (IT) Manager Richard Foscatto who introduced IT Enterprise Manager David Haley and IT Technician Michael Blust. President Dickman stated he was impressed by the quality of employees in the Village and that he was very thankful for their service.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Safety Committee

a. Discussion/action on the December 2018 Police Department Report.

Chief Larsson provided an overview of the December 2018 Police Department Report noting Police overtime has decreased due to full staffing, two officers completed field training, and December concluded a good year for the Police Department.

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

b. Discussion/action on the December 2018 Communication Center Report.

Director Scharnott provided an overview of the December 2018 Communication Center Report noting one employee was in training and another just hired, 1,200 employment applications have been processed, 50% of Glendale Police Department had less than six years of experience, and new supervisors had been selected. Manager Pederson complimented Chief Larsson and Director Scharnott on their recruitment processes.

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

c. Discussion/action on Resolution 19-____, a resolution approving the Suburban Mutual Assistance Response Teams Agreement.

Manager Pederson stated Agreement serves as an update to an existing agreement to address inconsistencies within the terms and due to changes in the law.

Motion by Trustee DeGraff, seconded by Trustee Barth, to approve Resolution 19-01, a resolution approving the Suburban Mutual Assistant Response Teams Agreement. Motion carried unanimously by roll call vote.

d. Discussion/update on the Sector Chief Program.

Chief Larsson stated the Sector Chief Program would be launched at the end of January and provided an overview of policing history. Chief Larsson stated officers would be provided tools in community relations, but styles would be up to each individual officer. Chief Larsson stated there may be an increase in crimes reported as residents feel more comfortable reporting to their sector chief officer. Trustee DeGraff stated concern that the sector chief officers may get bogged down. Chief Larsson stated emergency calls will be routed to dispatch and sector chief responds to non-emergent issues.

2. Public Works Committee

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

Manager Pederson provided an overview of the December 2018 Department of Public Works Reporting noting the challenge of finding DPW laborers and there are approximately 60 trees to cut down in first wave of 2019 tree removal project, and that Emerald Ash Borer is at its peak per a meeting with the Wisconsin Department of Natural Resources.

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

b. Discussion/action on Resolution 19-____, a resolution proclaiming the celebration of International Migratory Bird Day in the Village of Bayside.

Manager Pederson stated the celebratory holiday is now known as World Migratory Bird Day, this is an annually reoccurring item which declares the importance of migratory birds to the Village, it is part of the Bird City USA Designation requirements, and World Migratory Bird Day will be held on May 11, 2019.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve resolution 19-02, a resolution proclaiming the celebration of International Migratory Bird Day in the Village of Bayside. Motion carried unanimously by roll call vote.

c. Discussion/action on Resolution 19-____, a resolution proclaiming the celebration of 2019 Arbor Day in the Village of Bayside.

Manager Pederson stated this is an annually reoccurring item which declares the importance of trees to the Village, it is part of the Tree City USA Designation requirements, and Arbor Day will be held on April 26, 2019.

Motion by Trustee Barth, seconded by Trustee DeGraff, to approve resolution 19-03, a resolution proclaiming the celebration of 2019 Arbor Day in the Village of Bayside. Motion carried unanimously by roll call vote.

d. Discussion/action on Resolution 19-____, a resolution authorizing the Village of Bayside to file the Urban Forestry Grant.

Manager Pederson stated this is an annually reoccurring item which dedicates the Village to budgeting funds to meet the cost-share requirements, allows Village staff to submit the grant application and necessary supplemental items, and the Village received the Urban Forestry Grant in 2018 and has \$25,000 of funding available for 2019.

Motion by Trustee DeGraff, seconded by Trustee Barth, to approve resolution 19-04, a resolution authorizing the Village of Bayside to file the Urban Forestry Grant. Motion carried unanimously by roll call vote.

e. Discussion/action on Consulting Services Proposal with Wachtel Tree Science and Service, Inc.

Manager Pederson stated the Proposal would be paid for by the Urban Forestry Grant and used to complete an updated tree inventory. Manager Pederson stated the Village had inventories done in 2010 and 2014 and the updated inventory will serve as the basis for a tree management work plan

for removals and future plantings within the Village's 5% maximum tree specie threshold for diversification purposes. Manager Pederson stated the Proposal was for \$21,750.

Motion by Trustee Barth, seconded by Trustee Walny, to approve the Consulting Services Proposal with Wachtel Tree Science and Service, Inc. Motion carried unanimously.

f. Discussion/action on 621 Brown Deer Road stormwater pond remediation project.

Manager Pederson stated the 621 Brown Deer Road Pond is located next to the fire station, it has been 20 years since its construction, Great Lakes Excavating was the low bid at \$379.50 per truck load, total cost of the project would be approximately \$50,000, and staff was working through permitting requirements with the Wisconsin Department of Natural Resources.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve the 621 Brown Deer Road stormwater pond remediation project. Motion carried unanimously.

3. Finance and Administration Committee

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

Director Galyardt provided an overview of the December 2018 Finance and Administrative Services Report noting the prescription drug grant reimbursement was submitted, tax payments were coming in slower due to tax law changes, and year-end reporting was being finalized.

Motion by President Dickman, seconded by Trustee Zitzer, on acceptance of the December 2018 Finance and Administrative Services Report. Motion carried unanimously.

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

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

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

c. Discussion/receipt of Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program for 2017.

Trustee Barth stated this was the eighth time receiving the award and congratulated Director Galyardt for her hard work.

Motion by Trustee Zitzer, seconded by Trustee DeGraff, on acceptance of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting Program for 2017. Motion carried unanimously.

d. Discussion/action on personnel policy updates.

Trustee Barth stated the changes relate to Paid Time Off which was implemented five years ago, provides a formal definition of family, and staff is completing a comprehensive update to personnel policy.

Motion by Trustee Zitzer, seconded by Trustee Walny, to approve personnel policy updates.

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**-No report
9. **Community Event Committee**-No report
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

Manager Pederson stated efforts were continuing on legislation regarding consolidated dispatch levy limit exemptions.

VIII. VILLAGE ATTORNEY'S REPORT-No report

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

President Dickman stated Governor Evers presented to the Intergovernmental Cooperation Council on the state imposing on local government and that he is optimistic on future relations with state government.

X. CORRESPONDENCE

None.

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).**

Motion by Trustee DeGraff, seconded by Trustee Walny, to adjourn to closed session at 6:45pm 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).

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

Motion by President Dickman, seconded by Trustee DeGraff, to reconvene in open session at 6:57pm pursuant to Section 19.85 (2). Motion carried unanimously.

A. Action on items in closed session.

None.

XIII. ADJOURNMENT

Motion by Trustee Barth, seconded by Trustee Zitzer, to adjourn the meeting at 7:12pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-206-3915. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.baysidewi.gov)