



## 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

**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 four 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, November 20, 2018.**
  - 2. Summary of Claims for November 12, 2018 through December 7, 2018 in the amount of \$62,966.15.**
- B. Action on:**
- 1. Application for issuance of operator's license request for Jaimee E Hills, (Schlitz Audubon Nature Center) which has been approved by the Police Department.**

Motion by Trustee Muchin, seconded by Trustee Barth, to approve the Board of Trustee meeting minutes, November 20, 2018; Summary of Claims for November 12, 2018 through December 7, 2018 in the amount of \$62,966.15; and the application for issuance of operator's license request for Jaimee E Hills, (Schlitz Audubon Nature Center) which has been approved by the Police Department. Motion carried unanimously.

## IV. CITIZENS AND DELEGATIONS

- A. Presentation by Marc White, Director of Conservation at the Schlitz Audubon Nature Center, on the North Ravine Slope and Stormwater Management Project.**

Marc White, Director of Conservation at the Schlitz Audubon Nature Center, stated the North Ravine Slope project would begin in mid-January and complete in December 2019. Director White stated the project will stabilize portions of the North Ravine Slope and build berms to capture a 100-storm event in three semi-permanent ponds before outletting to Lake Michigan through an underground pipe system.

Attorney Jaekels stated future action may be required by the Village Board to abandon Brown Deer Road right-of-way and a water easement for a municipal water system. Director White stated all the stormwater in the area goes to Lake Michigan and will not impact property outside of the Schlitz Audubon Nature Center.

**V. BUSINESS AGENDA**

**A. COMMITTEE AND COMMISSION REPORTS**

**1. Public Safety Committee**

**a. Recognition of Director Scharnott for receiving the Patriot Award from the Department of Defense.**

Director Scharnott stated Telecommunicator Tyler Glaser, who is a member of the National Guard, had nominated her and noted it was a great honor to receive the award.

**b. Discussion/action on the November 2018 Police Department Report.**

Chief Larsson provided an overview of the November report noting Police activity was consistent from month to month, Officer Blochowicz was retiring, and a candidate had been identified to fill the vacancy created by Officer Blochowicz's retirement.

Trustee Barth recognized Officer Ryan Bowe for buying footballs out of his own pocket for kids at the Bayside Middle School. Chief Larsson provided an update on a traffic incident on I-43 from earlier in the day.

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

**c. Discussion/action on the November 2018 Communication Center Report.**

Director Scharnott provided an overview of the November report noting the Bayside Communications Center was implementing an employee recognition program, two (2) supervisors accepted positions, and a new hire successfully completed training.

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

**2. Public Works Committee**

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

Assistant Manager Meshke provided an overview of the November report noting the final grant report for the first phase of the Fund for Lake Michigan Grant was submitted, over 1,800 piles of loose

leaves and yard waste were collected, and new hire Cary Matzen started. Trustee Muchin stated the Village had a surplus auction which grossed over \$14,000.

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

**b. Discussion/action on Kapur and Associates Engineering Agreement for 2019 Storm Water Analysis and Evaluation Proposal for Engineering Services.**

Trustee Muchin stated the cost of Kapur and Associates Engineering Agreement was \$32,200.

Motion by Trustee Barth, seconded by Trustee Walny, to approve the Kapur and Associates Engineering Agreement for 2019 Storm Water Analysis and Evaluation Proposal for Engineering Services.

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

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

Assistant Manager Meshke stated rough grading for the project had been completed, fine grading would be completed the following week, and that landscape restoration would be completed in 2019.

**• Ellsworth Park Diversion Project**

Trustee Muchin stated the Ellsworth Park Diversion project brings stormwater from Ellsworth Park to Village Hall, as opposed to going to the 621 Brown Deer Road Pond. The stormwater improvement eases the strain on the current system, directs water to Lake Michigan instead of Indian Creek, and has been completed.

**3. Finance and Administration Committee**

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

Trustee Barth recognized Lynn Galyardt for her 19 years of service to the Village.

Director Galyardt provided an overview on the November report noting there was over a \$60 increase in the lottery and gaming credits this year, the November Shared Revenue funds in the amount of \$51,276.64 were received and property tax bills had been mailed out.

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

**b. Discussion/action on the November 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 Trustee Zitzer, seconded by Trustee DeGraff, on acceptance of the November 2018 Financial Statement and Investment Report. Motion carried unanimously.

**c. Discussion/action on Ordinance 18-\_\_\_\_\_, an ordinance to amend Section 5-34(b) of the Municipal Code with regard to investigations for applications for alcohol operator licenses.**

Trustee Barth stated that the proposed ordinance would remove the fingerprint and photograph requirement for issuing alcohol operator licenses.

Motion by Trustee Muchin, seconded by Trustee Walny, to approve Ordinance 18-692, an ordinance to amend Section 5-34(b) of the Municipal Code with regard to investigations for applications for alcohol operator licenses. Motion carried unanimously by roll call vote.

**d. Discussion/action on the Other Postemployment Benefits Actuarial Valuation Report.**

Trustee Barth stated the current value of the Village's liability was \$28,126 and the full report was available in the packet.

Motion by Trustee DeGraff, seconded by Trustee Muchin, to accept the Other Postemployment Benefits Actuarial Valuation Report. Motion carried unanimously.

**e. Discussion/action on purchasing Badger Book (electronic poll books) to be used in elections.**

Trustee Barth stated the electronic poll books would take the place of the paper logs and would not be connected to the internet to reduce risk of voter fraud and hacking. Director Galyardt stated the electronic poll books would save significant staff time in pre- and post-election duties, five (5) electronic poll books would be needed for Village elections, and the total cost was \$9,700.

Motion by President Dickman, seconded by Trustee DeGraff, to approve the purchasing of Badger Books (electronic poll books) to be used in elections. Motion carried unanimously.

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

Trustee Barth stated this was a housekeeping item for the sanitary sewer fund.

Motion by Trustee Muchin, seconded by Trustee DeGraff, to approve Resolution 18-34, 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**

Library Director Susan Draeger-Anderson stated the library held a professional development day for staff.

- 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**-No report.

VIII. **VILLAGE ATTORNEY'S REPORT**-No report

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

None.

X. **CORRESPONDENCE**

None.

XI. **ADJOURNMENT**

Motion by Trustee DeGraff, seconded by Trustee Barth, to adjourn the meeting at 6:40pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration