



I. CALL TO ORDER AND ROLL CALL

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

ROLL CALL

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

Public Works Committee Member: JoAnn Lutz-Excused

Also Present: Village Manager Andy Pederson
Assistant Village Manager La'Neka Horton
Police Chief Doug Larsson
Administrative Services Director Lynn Galyardt
Communications Center Director Liane Scharnott
Village Attorney Chris Jaekels
Library Director Susan Draeger-Anderson
There were two 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 Trustees meeting minutes, January 16, 2020.**
2. **Summary of Claims for January 10, 2020 through February 7, 2020 in the amount of \$1,153,793.14.**
3. **Application for issuance of operator's license request for Emilee Seegert, Otto's Bayside and Joseph Krajcik, Sendiks Bayside, which have been approved by the Police Department.**
4. **Family and Medical Leave Act Policy**

Motion by Trustee Barth, seconded by Trustee Muchin, to approve the Board of Trustees meeting minutes, January 16, 2020; Summary of Claims for January 10, 2020 through February 7, 2020 in the amount of \$1,153,793.14; Application for issuance of operator's license request for Emilee Seegert, Otto's Bayside and Joseph Krajcik, Sendiks Bayside, which have been approved by the Police Department; and Family and Medical Leave Act Policy. Motion carried unanimously.

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.

None.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee

a. Discussion/action on the January 2020 Department of Public Works Report.

Manager Pederson provided an overview of the January 2020 Department of Public Works Report stating crews have removed 77 right of way trees through the end of January, completed Christmas tree collection with over 335 trees collected, and responded to seven winter storms totaling over 21 inches of snow in January using, on average, 17 tons of salt per event.

Motion by Trustee Barth, seconded by Trustee Rosenfeld, on acceptance of the January 2020 Department of Public Works Report. Motion carried unanimously.

b. Discussion/action on the Department of Public Works 2019 Annual Report.

Manager Pederson provided an overview of the Department of Public Works 2019 Annual Report noting DPW collected 1,157 tons of garbage, 493 tons of recycling, 6,125 piles of yard waste, and 1,854 piles of loose leaves in 2019. 1,135 residents participated in the 2019 Clean Up and Recycling Days. Crews also completed the Tennyson Drive project in which approximately 5,200 feet of right of way was re-ditched, 14 driveway culverts were replaced, and crews excavated over 1,500 yards of material to create the bio storage facilities on Tennyson Drive. Crews also cleaned over 27,000 feet of sanitary sewer lines, oversaw 16,000 feet of televising and nearly 10,000 feet of sanitary sewer mainline were lined in 2019. Crews also removed 124 Village right of way trees, coordinated the planting of over 100 new trees in the right of way, conducted 176 special pick-ups, and 55 mulch deliveries. Crews completed this work while at the same time hiring three new employees and onboarding those employees during the 2019 calendar year.

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

c. Discussion/action on contract award for the 2020 Street Improvement Program.

d. Discussion/action on contract award for 2020 Lake Drive and Fairy Chasm Road Stormwater Project.

Manager Pederson stated bids were accepted for the 2020 Street Improvement Project. The base bid included the repaving of E. Bay Point Road from Lake Drive to Tennyson Drive, Fairy Chasm Road from Fielding Drive to the East Termini, N. Lake Drive from Bay Point Road to Manor Circle as well as driveway approaches as part of the stormwater improvement project. Monies for the project have been previously bonded for and are included in the 2020 budget. Two bids were received from Payne & Dolan, Inc. and Stark Asphalt. The low bid for the base bid was \$258,694.50 and the alternate bid of \$36,168. The overall project cost was approximately 2% below what was budgeted.

In connection with the 2020 road project, the Village will also undertake a stormwater project that completes work in the general vicinity of the previously outlined road reconstruction project. Connecting in an underground stormwater system that catches water at the middle of the intersection on Lake Drive and Fairy Chasm Road, new underground pipes will take the water south to Manor Circle and then west on Manor Circle to Ellsworth Park. This will alleviate surface flooding on Fairy Chasm Road as well as Lake Drive and relieve pressure on water heading into the ravine on Bay Point Road.

Bids were received and a low bid was for \$119,080 with Highway Landscapers, Inc. Work on this project will start immediately after the Fourth of July and be completed in early August in advance of the road project beginning. The road project would commence shortly after this project is completed. Monies are budgeted in the 2020 budget through the borrowing of money in the stormwater fund. Motion carried unanimously.

Motion by President Dickman, seconded by Trustee Barth, on approval of the 2020 Street Improvement Program and on contract award for 2020 Lake Drive and Fairy Chasm Road Stormwater Project. Motion carried unanimously.

e. Discussion/action on contract award with Kapur and Associates, Inc. for the 2020 Collection of Data and Closed-Circuit Television Inspection of Sanitary Sewer Main.

Manager Pederson stated 2020 represents the final year of the project to complete television inspection of the sanitary sewer mains through the entire Village. Work will include the televising inspection of 26,500 linear feet of sanitary pipe and reviewing and making recommendations for the southwest portion of the Village, south of Fairy Chasm Road and west of Rexleigh Road.

Motion by President Dickman, seconded by Trustee DeGraff, on approval of the contract award with Kapur and Associates, Inc. for the 2020 Collection of Data and Closed-Circuit Television Inspection of Sanitary Sewer Main. Motion carried unanimously.

f. Discussion/action on Resolution 20-____, a Resolution authorizing the Village of Bayside to file the Urban Forestry Grant.

Manager Pederson noted this resolution authorizes the Village to file the Urban Forestry Grant application. The Village is requesting \$25,000 in grant funds from the Wisconsin Department of Natural Resources. The resolution is required in order for the Village to file request for the grant.

Motion by Trustee Rosenfeld, seconded by Trustee Zitzer, on approval of Resolution 20-03, a resolution authorizing the Village of Bayside to file the Urban Forestry Grant. Motion carried unanimously.

g. Discussion/action on Milwaukee Metropolitan Sewage District Green Infrastructure Change Orders.

Manager Pederson stated the Milwaukee Metropolitan Sewage District Green Infrastructure Change Orders will allow the Village to receive an additional \$104,187 in grant funding for both the Tennyson Drive project and Village Hall dry detention basin netting approximately \$400,000 in total.

Motion by President Dickman, seconded by Trustee Barth, on approval of Milwaukee Metropolitan Sewage District Green Infrastructure Change Orders. Motion carried unanimously.

h. Discussion/action on Ordinance 20-____, An Ordinance to Repeal and Recreate Chapter 38-Solid Waste of the Municipal Code.

Manager Pederson stated Chapter 38 of the municipal code, which addresses solid waste was last updated in 1994 and there are a significant amount of housekeeping issues that need to be updated. The primary updates include the removal of repetitive and contradictory definitions as well as changes to the industry as it relates to the collection of garbage, recycling, and yard waste. It also updates and includes new items that we are able to accept through the Village Hall recycling program.

Motion by President Dickman, seconded by Trustee Zitzer, on approval of Ordinance 20-707 an Ordinance to Repeal and Recreate Chapter 38-Solid Waste of the Municipal Code. Motion carried unanimously by roll call vote.

i. Discussion/action on Landscape Maintenance Agreement.

Manager Pederson noted negotiations with regard to the Landscape Maintenance Agreement with KEI for a 5-year agreement will result in all labor, equipment, tools, materials, supervision, and any other service necessary to complete spring clean up, and weekly and bi-weekly mowing of the Village property areas being covered under the total contract price.

Motion by Trustee Rosenfeld, seconded by Trustee DeGraff, on approval of Landscape Maintenance Agreement. Motion carried unanimously.

2. Finance and Administration Committee

a. Discussion/action on the January 2020 Administrative Services Report.

Director Galyardt provided an overview on the January 2020 Administrative Services Report stating the February 18 election preparations resulted in a turnout of 1,042 voters with a 28.9% of Ozaukee County voters and a 32.07% of Milwaukee County voters and tax collections continues with 2019 collections at 67.99% for Ozaukee County and 72.8% for Milwaukee County.

Motion by Trustee Muchin, seconded by Trustee Zitzer, on acceptance of the January 2020 Administrative Services Report.

b. Discussion/action on January 2020 Financial Report.

Trustee Barth noted revenues and expenditures are on track in all funds.

Motion by Trustee DeGraff, seconded by President Dickman, on acceptance of January 2020 Financial Report. Motion carried unanimously.

c. Presentation/discussion of 2019 Village Communications Report.

Manager Pederson stated the report in the packet was prepared by Management Assistant Leah Hofer and noted the Village had 579,180 unique interactions with the public through its various communication platforms, which is a 46% increase from 2018. Overall, the Village reached 313,728 people through Facebook, had 87,700 impressions on Twitter, and created a new DPW Dan series as well as SeeClickFix tutorials on YouTube, published 12 Village Scenes that included 156 articles, distributed the weekly Bayside Buzz newsletter sending out 108,859 emails with an average open rate of 58% , which is 36% higher than the industry average for open rates.

Access Bayside, the Village increased its number of requests processed from 1,186 in 2018 to 2,339 in 2019. On average, the Village took .7 days to acknowledge your request, 7.2 days to complete a request, and 67% of requests were closed within the service-level agreements that have been established by the Village. Bayside has been recognized by SeeClickFix as the top small community in the country for the number of requests and the rate of closure for those requests. The Village website was visited 46,256 times in 2019 with over 117,000 page views.

Motion by President Dickman, seconded by Trustee Muchin, on acceptance of the 2019 Village Communications Report. Motion carried unanimously.

d. Discussion/action on Memorandum of Understanding with the North Shore Library for Fiscal Agent Services.

Manager Pederson noted this Memorandum of Understand between the Village of Bayside and the North Shore Library is for Bayside to serve as the fiscal agent, human resources, and administrative services for the North Shore Library. This is the result of the transition of the fiscal

agent status from the Village of Fox Point to the Village of Bayside in 2020. The four communities have all passed resolutions authorizing Bayside to be the fiscal agent, however, a separate memorandum of understanding needs to be approved between Bayside and the North Shore Library to establish the roles, responsibilities, and expectation of the new arrangement as well as establish the financial terms. The specified amount to provide the services is \$19,521 for the year 2020 and annual increases in the future will be equivalent to the annual operating budget increase of the North Shore Library.

Motion by President Dickman, seconded by Trustee Muchin, approval on Memorandum of Understanding with the North Shore Library for Fiscal Agent Services. Motion carried unanimously.

3. Public Safety Committee

a. Presentation of Wisconsin Law Enforcement Accreditation Group CVMIC Core Leadership Award to Bayside Communications Center.

Director Scharnott stated the Wisconsin Law Enforcement Accreditation Group has recognized the Bayside Communications Center with the CVMIV Core Leadership Award.

b. Discussion/action on Resolution 20-____, a resolution authorizing the Village of Bayside to file the U.S. Department of Commerce and the U.S. Department of Transportation's 911 Grant Program.

Manager Pederson noted this resolution authorizes the Village of Bayside to file for the US Department of Commerce and the US Department of Transportation's 911 Grant. The grant request is to assist with the funding of the replacement of the telephone system within the dispatch center. The grant would allow the Village to recoup 40% of the cost of the replacement telephone system which is projected to be approximately \$400,000. Grant awards should be made by the end of February.

Motion by Trustee DeGraff, seconded by Trustee Muchin, on approval on Resolution 20-04, a resolution authorizing the Village of Bayside to file the U.S. Department of Commerce and the U.S. Department of Transportation's 911 Grant Program.

c. Discussion/action on the January 2020 Communication Center Report.

Director Scharnott provided an overview of the January 2020 Communication Center Report noting the promotion for Certified Training Officer lead position is in progress and the Center continues to process calls and dispatch them with an average of 26 seconds per call.

Motion by Trustee Barth, seconded by Trustee DeGraff, on acceptance of the January 2020 Communication Center Report. Motion carried unanimously.

d. Discussion/action on Ordinance 20-____, An Ordinance to Re-Number Section 35-4 of the Municipal Code and to Create a New Section 35-4 Adopting Milwaukee County Regulations Applicable to County Parks.

Manager Pederson stated this is an ordinance to create a new Section 35-4 adopting Milwaukee County regulations applicable to county parks. This will provide the police department the ability to enforce county ordinances in Doctors Park.

Motion by Trustee Barth, seconded by Trustee Muchin, on approval of Ordinance 20-708, an Ordinance to Re-Number Section 35-4 of the Municipal Code and to Create a New Section 35-4 Adopting Milwaukee County Regulations Applicable to County Parks. Motion carried unanimously by roll call vote.

e. Discussion/action on fines and forfeitures for Municipal Court.

Attorney Jaekels stated meetings with the Municipal Judge of the North Shore have been held to discuss the standardization of fines and forfeitures associated with the newly formed North Shore Municipal Court.

Motion by Trustee Muchin, seconded by Trustee Barth, to approve of Ordinance 20-709, an Ordinance to Amend Section 1-13 of the Municipal Code With Regard to Maximum Penalties and Ordinance 20-710, an Ordinance to Create Section 35-5 of the Municipal Code with Regard to Penalties Applicable to Specific Violations of Section 35 of the Municipal Code. Motion carried unanimously by roll call vote.

f. Discussion/action on the January 2020 Police Department Report.

Lieutenant Miller provided an overview of the January 2020 Police Department Report noting there were 11 instant winners and four grand prize winners as part of the police trading card contest. Plans are being made to re-initiate the trading card program in the spring as there are approximately 1/3 of the cards left over for distribution. Also, officers drove approximately 10,000 miles for the month averaging 53 miles per officer, emphasizing visibility in the Village by the Police Department.

Motion by Trustee Barth, seconded by Trustee Muchin, to accept the January 2020 Police Department Report.

g. Discussion/action on Intergovernmental Agreement for Law Enforcement Services the 2020 Democratic National Convention in Milwaukee County, WI.

Attorney Jaekels stated the agreement calls for reimbursement of Department's personnel expenses related to events covered by the Agreement. Department staff has been participating in event planning meetings and is prepared to meet the needs of the event.

Motion by Trustee Rosenfeld, seconded by Trustee Barth, on approval of Intergovernmental Agreement for Law Enforcement Services the 2020 Democratic National Convention in Milwaukee County, WI. Motion carried unanimously.

4. Intergovernmental Cooperation Council – No report.

5. Board of Zoning Appeals – No report.

6. Architectural Review Committee-No report.

7. Plan Commission – No report.

8. Library Board

a. Discussion/action on the January 2020 Library Report.

Library Director Susan Draeger-Anderson provided an overview of the January 2020 Library Report detailing the story of Frank P and how the North Shore Library has assisted him to become a published writer.

Motion by Trustee Rosenfeld, seconded by Trustee Barth, to accept the January 2020 Library Report. Motion carried unanimously.

9. Community Event Committee

a. Discussion/update on 2020 Community Events.

Manager Pederson provided an update on the 2020 Community Events including Clean Up Days, Recycling Days, the Village Picnic, 5K race, myBlue Night Out, and Fourth of July parade. This year, staff is working to rebrand the 5K race to include a Wine and Walk option for those interested in a more casual walk alternative.

b. Discussion/action on Community Events Committee.

Manager Pederson stated the Community Events Committee has acted as an annual ad hoc committee. The Committee's duties include fundraising and volunteer coordination. The Committee has struggled to retain members. In the absence of the committee, Village staff has been working to fundraise and coordinate volunteers.

No motion was made with regard to this agenda item.

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

Trustee DeGraff questioned if there was a traffic contingency for 1-43 project next year. Manager Pederson stated the Police Department will be looking into it.

X. CORRESPONDENCE

None

XI. ADJOURNMENT

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

Respectfully submitted,

Lynn Galyardt, Administrative Services Director