



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
February 28, 2018
Village Board Room, 5:00pm

**BOARD OF TRUSTEES
AGENDA**

PLEASE TAKE NOTICE that a meeting of the Village of Bayside Board of Trustees will be held at Bayside Village Hall, 9075 North Regent Road, Bayside, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

I. CALL TO ORDER AND ROLL CALL

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. Committee of the Whole meeting minutes, February 8, 2018.
2. Board of Trustee meeting minutes, February 8, 2018.
3. Summary of Claims for January 31, 2018 through February 23, 2018 in the amount of \$74,575.60.
4. Proclamation Recognizing April 8-14, 2018 as National Public Safety Telecommunications Week.

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.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee

- a. Discussion/action on 2018 Tree Planting Program.

VI. VILLAGE PRESIDENT'S REPORT

VII. VILLAGE MANAGER'S REPORT

VIII. VILLAGE ATTORNEY'S 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) (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, (Redevelopment)and (Police Chief Recruitment).

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

- A. Action on items in closed session.

XIII. ADJOURNMENT

Lynn Galyardt, Director of Finance and Administration | | February 23, 2018

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.bayside-wi.gov)



I. CALL TO ORDER AND ROLL CALL

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

President:	Sam Dickman	
Trustees:	Michael Barth	Daniel Muchin-excused
	Robb DeGraff	Roger Arteaga-Derenne
	Dan Rosenfeld	Eido Walny-excused

Committee Citizen Members:

Public Safety:	Mort Swerdlow
Public Works:	JoAnn Lutz-excused
Finance & Administration:	

Also Present: Village Manager Andy Pederson
Village Attorney Chris Jaekels
Interim Police Chief Doug Larsson
Assistant Village Manager Jake Meshke
Director of Finance and Administration Lynn Galyardt
Director of Communications Liane Scharnoff
There were two people in the audience

II. BUSINESS

A. Public Safety

1. Discussion/recommendation on acceptance of the 2017 Communication Center Annual report.

Director Scharnoff provided an overview of the Communication Center Annual report noting the Center processed 112,004 phone calls, averaging 12.8 calls per hour, dispatched squads in 24 seconds and dispatched 79,597 calls for service in 2017.

Motion by Trustee Barth, seconded by Trustee Arteaga-Derenne, to recommend approval to the Village Board of Trustees on acceptance of the 2017 Communication Center Annual report. Motion carried unanimously.

2. Discussion/recommendation on acceptance of the January 2018 Police Department report.

Interim Police Chief Larsson provided an overview of the Police Department report noting the department is providing new ways to depict what is happening in the department and requested the Board let him know of anything they would like to see in the report.

Motion by Trustee Barth, seconded by Trustee Arteaga-Derenne, to recommend approval to the Village Board of Trustees on acceptance of the 2017 Police Department report. Motion carried unanimously.

3. Discussion/recommendation on acceptance of the January 2018 Communication Center report.

Director Scharnott provided an overview of the Communication Center January report noting staff has completed training on I-43 response; mutual aid in the North Shore, and IT staff continues to work the Baycom and Word Systems to complete the conversion of the dispatch consoles to the digital radio system.

Motion by Trustee Arteaga-Derenne, seconded by Trustee Barth, to recommend approval to the Village Board of Trustees on acceptance of the January 2018 Communication Center report. Motion carried unanimously.

B. Public Works

1. Discussion/recommendation on contract award for the 2018 Sanitary Sewer Rehab Project.

Manager Pederson stated four contractors bid on the 2018 Sanitary Sewer Rehab Project and the low bid was \$35,370 from Michaels Corporation, which is 21% under budget.

Motion by Trustee Barth, seconded by President Dickman, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the contract award for the 2018 Sanitary Sewer Rehab Project. Motion carried unanimously.

2. Discussion/recommendation on contract award for the 2018 Street Improvement Project.

Manager Pederson stated 2 contractors bid on the 2018 Street Improvement Project with the low bid of \$298,837.90 from Payne & Dolan, which is 5% under budget.

Motion by Trustee Barth, seconded by President Dickman, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the contract award for the 2018 Street Improvement Project. Motion carried unanimously.

3. Discussion/recommendation on acceptance of the 2017 Department of Public Works Annual report.

This item was tabled.

4. Discussion/recommendation on acceptance of the January 2018 Department of Public Works report.

Assistant Manager Meshke provided an overview of the January Department of Public Works report noting crews collected approximately 600 trees and 275 wreaths, completed the Village Hall painting project, and 44 loads of leaves were hauled out of the DPW yard.

Motion by Trustee Barth, seconded by President Dickman, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the January 2018 Department of Public Works report. Motion carried unanimously.

C. Finance and Administration

1. Discussion/recommendation on acceptance of the 2017 Communications Annual report.

Assistant Manager Meshke stated the Communications Annual report highlights outreach and engagement of the Village communication channels noting the Village's Facebook likes had increased 7.6% and the Bayside Buzz averaged a 42% open rate for the year.

Motion by President Dickman, seconded by Trustee Rosenfeld, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the 2017 Communications Annual report. Motion carried unanimously.

2. Discussion/recommendation on acceptance of the January 2018 Finance and Administrative Services report.

Director Galyardt provided an overview of the Finance and Administrative Services report noting tax collections for Milwaukee County were at 79.6% and Ozaukee County was at 77.3%, and there was currently a 1.2% voter turnout for the February 20 Spring Primary.

Motion by President Dickman, seconded by Trustee DeGraff, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the January 2018 Finance and Administrative Services report. Motion carried unanimously.

3. Discussion/recommendation on acceptance of the January 2018 Financial Statement.

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

Motion by Trustee Rosenfeld, seconded by Trustee DeGraff, to recommend approval to the Village Board of Trustees discussion/recommendation on acceptance of the January 2018 Financial Statement. Motion carried unanimously.

4. Discussion/recommendation on Resolution 18-____, a resolution to amend the 2017 Budget to reflect changes in revenues and expenditures.

Trustee Barth stated this budget amendment was housekeeping in nature to align budget amounts with actual spending.

Motion by Trustee Arteaga-Derenne, seconded by Trustee DeGraff, to recommend approval to the Village Board of Trustees discussion/recommendation on Resolution 18-____, a resolution to amend the 2017 Budget to reflect changes in revenues and expenditures. Motion carried unanimously.

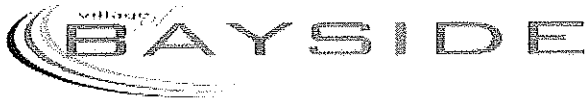
III. ANY OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE COMMITTEE

IV. ADJOURNMENT

Motion by Trustee DeGraff seconded by Trustee Arteaga-Derenne, to adjourn the meeting at 6:15pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration



I. CALL TO ORDER AND ROLL CALL

President Dickman called the meeting to order at 6:16pm.

ROLL CALL

President: Sam Dickman
Trustees: Michael Barth Daniel Muchin-excused
Robb DeGraff Dan Rosenfeld
Eido Walny-excused Roger Arteaga-Derenne

Also Present: Village Manager Andy Pederson
Assistant Village Manager Jake Meshke
Interim Police Chief Doug Larsson
Director of Finance and Administration Lynn Galyardt
Director of Communications Liane Scharnott
Village Attorney Chris Jaekels
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. Committee of the Whole meeting minutes, January 18, 2018.
2. Board of Trustee meeting minutes, January 18, 2018.
3. Summary of Claims for January 13, 2018 through January 31, 2018 in the amount of \$127,111.03.
4. Resolution 18-___ a resolution to amend the 2017 Budget to reflect changes in revenues and expenditures.
5. 2018 Sanitary Sewer Rehab Project Contract.
6. 2018 Street Improvement Project Contract.

B. Acceptance of:

1. January 2018 Reports
 - Police
 - Communication Center
 - Finance and Administration
 - Financial Statement
 - Department of Public Works
2. 2017 Annual Reports
 - Communication Center
 - Department of Public Works
 - Communications

Motion by Trustee DeGraff, seconded by Trustee Rosenfeld, to approve the Committee of the Whole meeting minutes, January 18, 2018; Board of Trustee meeting minutes, January 18, 2018; Summary of Claims for January 13, 2018 through January 31, 2018 in the amount of \$127,111.03; Resolution 18-05, a resolution to amend the 2017 Budget to reflect changes in revenues and expenditures; 2018 Sanitary Sewer Rehab Project Contract; 2018 Street Improvement Project Contract; the acceptance of January 2018, Police, Communication Center, Finance and

Administration, Financial Statement, Department of Public Works, 2017 Annual Reports, Communication Center and Communications report. Motion carried unanimously by roll call vote.

IV. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

- 1. **Public Works Committee**-No report.
- 2. **Finance and Administration Committee**-No report.
- 3. **Public Safety Committee**-No report.
- 4. **Intergovernmental Cooperation Council**-No report.
- 5. **Board of Zoning Appeals**-No report.
- 6. **Plan Commission**
 - a. **Discussion/action on the request for a Conditional Use Permit Amendment for Bayside Service, LLC, at 310 E Brown Deer Road, (021-9975-000).**

Motion by Trustee Rosenfeld, seconded by Trustee Barth, to approve a Conditional Use Permit Amendment for Bayside Service, LLC, at 310 E Brown Deer Road, (021-9978-000).

- 7. **Architectoral Review Committee**-No report.
- 8. **Library Board**

Trustee Rosenfeld stated the Library Board was in the process of creating Requests for Proposals for future Library projects.

- 9. **Community Event Committee**
 - a. **Discussion/action on Village Picnic Time**

Trustee Rosenfeld stated the Committee had met and recommended keeping the Village Picnic Time to 2pm to 7pm.

Motion by Trustee DeGraff, seconded by Trustee Arteaga-Derenne, to approve the Village Picnic Time as 2pm to 7pm.

- b. **Discussion/action on appointing Margaret Zitzer as Volunteer Coordinator and John Krampf as Community Sponsorship Program Coordinator.**

Trustee Rosenfeld noted two sub-committees had been formed, one for volunteers and one for sponsorship to assist in the event coordinating process.

Motion by Trustee DeGraff, seconded by Trustee Arteaga-Derenne, to approve the appointment of Margaret Zitzer as Volunteer Coordinator and John Krampf as Community Sponsorship Program Coordinator. Motion carried unanimously.

- 10. **North Shore Fire Department**-No report.

11. Community Development Authority-No report.

V. VILLAGE PRESIDENT'S REPORT-No report.

VI. VILLAGE MANAGER'S REPORT-No report.

VII. VILLAGE ATTORNEY'S REPORT

Attorney Jaekels stated he was working with the Village Manager on a revised Dispatch and Records Management System contract.

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

Dennis Miliacca, 910 W Fairy Chasm, presented a letter he had written to the Village Board requesting recognition of Department of Public Works employee Rich Hauser.

IX. CORRESPONDENCE

X. MOTION TO ADJOURN TO CLOSED SESSION

A. 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, (Village Manager Review).

Motion by Trustee DeGraff, seconded by Trustee Barth, to adjourn to closed session at 6:23pm. Motion carried unanimously by roll call.

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

Motion by Trustee Barth, seconded by Trustee Rosenfeld, to reconvene in open session at 6:58pm. Motion carried unanimously by roll call.

A. Action on items in closed session.

XII. ADJOURNMENT

Motion by Trustee Barth, seconded by Trustee Rosenfeld, to adjourn the meeting at 7:00pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Director of Finance and Administration | | February 22, 2018

SUMMARY OF CLAIMS

February 1, 2018 through

February 9, 2018	\$	36,651.89
February 23, 2018	\$	37,923.71
	TOTAL	\$74,575.60

Report Criteria:
Report type: Summary

Check Issue Date	Check Number	Payee	Amount
02/09/2018	33849	ARLINGTON COMPUTER PRODUCTS	6,549.00
02/09/2018	33850	BOND TRUST SERVICES	350.00
02/09/2018	33851	CITY OF MEQUON	1,729.43
02/09/2018	33852	CLIFF BERGIN	41.10
02/09/2018	33853	DAILY REPORTER PUBLISHING CO	700.86
02/09/2018	33854	FRANK GILLITZER ELECTRIC CO	41.43
02/09/2018	33855	GREAT MIDWEST BANK	350.00
02/09/2018	33856	H & R SAFETY SOLUTIONS	309.00
02/09/2018	33857	HEY AND ASSOCIATES INC	2,670.00
02/09/2018	33858	HUMPHREY SERVICE PARTS INC	267.54
02/09/2018	33859	JOE DE BELAK PLUMBING COMPAN	1,250.00
02/09/2018	33860	KAPUR & ASSOCIATES	4,867.50
02/09/2018	33861	MADACC	4.55
02/09/2018	33862	MCLEEA	135.00
02/09/2018	33863	MILW AUDUBON SOCIETY/BIRD CITY	125.00
02/09/2018	33864	MILW COUNTY TREAS-MUNIC COUR	350.00
02/09/2018	33865	R&R INSURANCE SERVICES	45.00
02/09/2018	33866	STATE OF WISCONSIN COURT	1,084.00
02/09/2018	33867	UNEMPLOYMENT INSURANCE	556.89
02/09/2018	33868	US HEALTHWORKS MEDICAL GROU	180.00
02/09/2018	33869	UTLEY, CHRISTOPHER	177.48
02/09/2018	33870	VILLAGE OF FOX POINT	12,727.17
02/09/2018	33871	WELD SPECIALTY SUPPLY CORP.	82.34
02/09/2018	33872	WISCONSIN SUPREME COURT	700.00
02/09/2018	33873	YUHAS GRAPHICS	509.00
02/09/2018	33874	SECURIAN FINANCIAL GROUP	849.60
Grand Totals:			<u>36,651.89</u>

Report Criteria:
Report type: Summary

Check Issue Date	Check Number	Payee	Amount
02/23/2018	33883	AMAZON/SYNCB	4,204.40
02/23/2018	33884	ARLINGTON COMPUTER PRODUCTS	1,014.00
02/23/2018	33885	AT&T	170.05
02/23/2018	33886	AT&T MOBILITY	9.23
02/23/2018	33887	BUELOW VETTER BUIKEMA OLSON V	1,908.25
02/23/2018	33888	CENTURYLINK	1.47
02/23/2018	33889	DIVERSIFIED BENEFIT SERVICES	95.00
02/23/2018	33890	Falk Group	475.00
02/23/2018	33891	GOVTEMPS USA LLC	10,937.50
02/23/2018	33892	GUETZKE & ASSOCIATES INC.	165.00
02/23/2018	33893	HERBST OIL	6,419.47
02/23/2018	33894	HUMPHREY SERVICE PARTS INC	126.30
02/23/2018	33895	Level (3)	1,745.60
02/23/2018	33896	MILW COUNTY ELECTION COMMISS	792.89
02/23/2018	33897	MTAW	55.00
02/23/2018	33898	PJ'S PLUMBING	353.83
02/23/2018	33899	R&R INSURANCE SERVICES	250.00
02/23/2018	33900	ROBERT MITCHELL	25.00
02/23/2018	33901	SECURX	83.00
02/23/2018	33902	SULLIVAN, MICHAEL	77.58
02/23/2018	33903	TAYLOR COMPUTER SERVICES INC	18.50
02/23/2018	33904	UNEMPLOYMENT INSURANCE	185.63
02/23/2018	33905	UNITED WAY OF GREATER MILWAUK	20.00
02/23/2018	33906	WAUKESHA COUNTY SHERIFF	560.00
02/23/2018	33907	WCMA	213.14
02/23/2018	33908	WE ENERGIES	7,532.87
02/23/2018	33909	WISCONSIN EMERGENCY MANAGE	485.00
Grand Totals:			<u>37,923.71</u>

**STATE OF WISCONSIN
MILWAUKEE AND OZAUKEE COUNTIES
VILLAGE OF BAYSIDE**

**A Proclamation Recognizing April 8 – 14, 2018 as
National Public Safety Telecommunications Week**

WHEREAS, emergencies can occur at any time that require police, fire, or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of police officers, public works, firefighters, and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who contact the Bayside Communications Center; and,

WHEREAS, public safety telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, public safety telecommunicators are the single vital link for our police officers, firefighters, and emergency medical personnel by monitoring their activities by radio, providing them information and ensuring their safety; and,

WHEREAS, Bayside Communications Center telecommunicators have contributed substantially to the apprehension of criminals, the suppression of fires and treatment of patients; and,

WHEREAS, each telecommunicator has exhibited compassion, understanding and professionalism during the performance of his or her job in the past year;

NOW, THEREFORE, I, Samuel Dickman, Village President do hereby proclaim the week of April 8 – 14, 2018 as:

NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

throughout the Village of Bayside in honor of the men and women whose diligence and professionalism keep our village and citizens safe, and urge all citizens along with all agencies and organizations to dully note this occasion.

VILLAGE OF BAYSIDE

Samuel D. Dickman, Village President

Lynn A. Galyardt, Director of Finance and
Administration, Village Clerk/Treasurer