



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

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

Also Present: Village Manager Andy Pederson
Police Chief Doug Larsson
Administrative Services Director Lynn Galyardt
Communications Center Director Liane Scharnott
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, March 11, 2019.**
2. **Summary of Claims for February 9, 2019 through April 5, 2019 in the amount of \$637,830.94.**

B. Action on:

1. **Application for issuance of operator's license request for Rebecca Douglas (Sendiks Fresh2Go), Michael Colt (Sendiks Fresh2Go), Henry Bachman (Sendiks Fresh2Go), Tianna Burton (Sendiks Fresh2Go), Cody King (Sendiks Fresh2Go), Kasper Copper (Sendiks Fresh2Go), John Mulgrew (Sendiks Fresh2Go), Tammy M Atwater (Sendiks Fresh2Go) Jaimee Hills (Natural Events), Jessica Buehler (Natural Events), which have been approved by the Police Department.**

Motion by Trustee Muchin, seconded by Trustee Barth, to approve the Board of Trustee meeting minutes, March 11, 2019; Summary of Claims for February 9, 2019 through April 5, 2019 in the amount of \$637,830.94; the acceptance of applications for issuance of operator's license request for Rebecca Douglas (Sendiks Fresh2Go), Michael Colt (Sendiks Fresh2Go), Henry Bachman (Sendiks Fresh2Go), Tianna Burton (Sendiks Fresh2Go), Cody King (Sendiks Fresh2Go), Kasper Copper (Sendiks Fresh2Go), John Mulgrew (Sendiks Fresh2Go), Tammy M Atwater (Sendiks

Fresh2Go) Jaimee Hills (Natural Events), and Jessica Buehler (Natural Events), which have been approved by the Police Department. 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.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee

- a. Introduction of Public Works Technician's Matthew Wackt and Chad Call.**
- b. Presentation of Life Saving Proclamation to Public Works Technician Scott Matusewic.**
- c. Presentation of Life Saving Proclamation to Public Works Technician Chad Call.**

Trustee Muchin introduced Public Works Technician Chad Call, read the proclamations and presented them to Scott Matusewic and Chad Call.

- d. Discussion/action on the February and March 2019 Department of Public Works Report.**

Manager Pederson provided an overview of the February and March 2019 Public Works report noting during the months of February and March the Public Works Department continued with winter snow and ice operations. In total, the department plowed or salted 20 times during the 2018-2019 winter season, totaling 275.75 total labor hours, used 300 tons of salt, used 32.5 tons of mixed calcium chloride and salt that is used in extreme low temperatures. An estimated 50" of snow fell in a 6-week period, with 7 out of 20 events due to icing. Manger Pederson stated that crews removed approximately 70 diseased or dead ash trees in Village right-of-way.

Motion by Trustee Zitzer, seconded by President Dickman, on acceptance of the March 2019 Department of Public Works Report. Motion carried unanimously.

- e. Discussion/action on General Professional Engineering Services Agreement with Kapur and Associates.**

Manager Pederson stated the last general professional engineering services agreement with Kapur and Associates was updated in 2015. Items that may fall under this agreement include work performed to review private projects, such as a new home, and are paid for by the private, requesting party.

Motion by President Dickman, seconded by Trustee Barth, on acceptance of the General Professional Engineering Services Agreement with Kapur and Associates. Motion carried unanimously.

- f. Discussion/action on Engineering Services Agreement with Kapur and Associates for new control building design for Bay Point and East Hermitage Lift Station.**

Trustee Muchin stated at the February meeting the Board recommended to replace both lift stations and noted the Engineering Services Agreement with Kapur and Associates provides for the design and bidding portion of the agreement at a cost of \$18,986; and the construction management would be \$10,756.

Motion by Trustee Barth, seconded by Trustee Zitzer, on acceptance of the Engineering Services Agreement with Kapur and Associates for new contract building design for Bay Point and East Hermitage Lift Station. Motion carried unanimously.

g. Discussion/update on 2019 Capital Projects.

Manager Pederson stated the sanitary sewer rehabilitation project had begun and is expected to be completed by the end of May. The project includes the cured-in-place-lining of approximately 10,000 feet of sewer main and a spot repair of sanitary sewer main on Meadowlark, as well as lining 350 feet of stormwater underneath East Bay Point and Jonathan Lane extending into the ravine. Kapur is assisting with the engineering related to the stormwater management, including the design of a system to manage surface water at the low point on Tennyson, which has been a problem for numerous years. It is believed the system that has been designed will allow water to infiltrate in the ground and reduce the project cost from about \$400,000 down to \$25,000.

Approximately 70 diseased or dead ash trees have been removed in the Village right of way and private contractor will be removing an additional 75 more.

The contractor has completed the excavation of the 621 Pond. Approximately 220 quad axle loads of fill were removed.

h. Discussion/action on proclamation recognizing May 19-25 as National Public Works Week.

Manager Pederson recognized and thanked the DPW staff, Shane Albers, Scott Matusewic, Dave Steger, Bryan Herbst, Matthew Wackt, Chad Call, and Dennis Miliacca for all of the hard work and dedication they provide to the community.

Motion by Trustee Barth, seconded by Trustee Zitzer, on the proclamation recognizing May 19-28 as Nation Public Works Week. Motion carried unanimously.

2. Public Safety Committee

a. Introduction of Administrative Assistant Karen Frailing.

Chief Larsson introduced Karen Frailing to the Board of Trustees noting Karen began employment with the Village on March 4.

b. Discussion/action on the February and March 2019 Police Department Report.

Chief Larsson provided an overview of the February and March 2019 Police Department reports noting the myBlue program was formally launched and officers have begun reaching out to residents in their respective areas. It was noted that Lieutenant Miller and Officer Bowe handled the White Oaks fire incident and made good decisions.

Motion by Trustee Barth, seconded by Trustee Muchin, on acceptance of the February and March 2019 Police Department Report. Motion carried unanimously.

c. Discussion/action on the February and March 2019 Communication Center Report.

Director Scharnott provided an overview of the February and March 2019 Communication Center reports noting the Communications Center had completed CPR And AED training and the two new supervisors had settled into their roles. Manager Pederson stated with the magnitude of what had occurred with the White Oak Fire incident and the DPW employee incident the employees had done an excellent job. President Dickman stated it was a testament to the leadership preparedness.

Motion by President Dickman, seconded by Trustee Muchin, on acceptance of the February and March 2019 Communication Center Report. Motion carried unanimously.

d. Presentation/action on the 2018 Communication Center Annual Report.

Director Scharnott stated 108,2013 calls had been processed in 2018, which is an average of 12.4 calls per hour with a processing time of 25 seconds, compared to other dispatch centers that aim for a processing time of one minute.

Motion by Trustee Barth, seconded by President Dickman, on acceptance of the 2018 Communication Center Annual Report. Motion carried unanimously.

e. Discussion/action on grant award from Wisconsin Department of Justice National Criminal History Improvement Program LiveScan Upgrade in the amount of \$16,514.

Chief Larsson stated the Police Department has secured a grant in the amount of \$16,514 from the Wisconsin Department of Justice National Criminal History for new LiveScan equipment.

Motion by Trustee Barth, seconded by Trustee Muchin, on acceptance on the grant award from Wisconsin Department of Justice National Criminal History Improvement Program LiveScan Upgrade in the amount of \$16,514. Motion carried unanimously.

f. Discussion/update on Village Pedestrian Crosswalk Safety Initiative.

Manager Pederson stated the that the Department of Public Works will be installing large orange flags on the crosswalk poles to improve traffic safety on Brown Deer Road and the myBlue officers will make sure flags are adequately distributed on each side of the road. TAPCO will pilot a new lighting system at the crosswalk at Pelham and Brown Deer which will illuminate the crosswalk after dark. The Village is also working with the School and PTO on another Ped n Pedal event students are encouraged to bike to school and resources are coordinated to raise awareness to pedestrian safety. The "emotionally intelligent" sign program contest, which was first coordinated in 2011, will be brought back to have children and the public create signage that would be posted at crosswalks and heavily trafficked areas in Bayside.

g. Discussion/action on proclamation recognizing May 12-18 as National Police Week.

Trustee Zitzer stated thirteen dedicated men and women compose the Bayside Police Department, serving the community 24x7x365. We are very fortunate to have such a dedicated and talented group of officers. The problem, duties and responsibilities that a police officer faces is not easy and becomes more challenging each year. 2018 was certainly a challenging year, as two Milwaukee Police Officers' lost their lives in the line of duty. Since 1791, more than 23,000 officers have lost their lives. In 2017 alone, 61,995 assault against officers occurred, resulting in 17,902 injuries. May 12 – 18 is designated as National Police Week. May 15 is designated as Peace

Officers Memorial Day. We thank the Bayside Police Department for all they do.

Motion by Trustee Muchin, seconded by Trustee Barth, on acceptance of a proclamation recognizing May 12-18 as National Police Week. Motion carried unanimously.

h. Discussion/action on proclamation recognizing May 19-25 as National Emergency Medical Services Week.

Trustee Zitzer stated National Emergency Medical Services week is May 19-25. We not only thank those at the North Shore Fire Department that serve us each day, responding to nearly 6,508 medical calls each year, but we also thank all of those that are certified in AED and CPR.

Motion by Trustee Muchin, seconded by Trustee Barth, on acceptance of a proclamation recognizing May 19-25 as National Emergency Medical Services Week. Motion carried unanimously.

3. Finance and Administration Committee

a. Discussion/action on 2018 State of the Village.

Trustee Barth noted the 2018 State of the Village summarized the cumulative efforts of the Village Board, various Village Committees, Village staff and the community as a whole.

Motion by Trustee Muchin, seconded by President Dickman, on acceptance on the 2018 State of the Village. Motion carried unanimously.

b. Discussion/action on 2018 Administrative Services Annual Report.

Director Galyardt provided an overview of the 2018 Administrative Services Annual Report noting there were four elections, the Village 2017 audit was completed with no new material weaknesses and the Village was awarded \$157,254.50 In grants in 2018.

Motion by President Dickman, seconded by Trustee Muchin, on acceptance on the 2018 Administrative Services Annual Report. Motion carried unanimously.

c. Discussion/action on the February and March 2019 Finance and Administrative Services Report.

Director Galyardt provided an overview of the February and March 2019 Finance and Administrative Services Reports noting tax collections were slightly down from 2018 while building permits and revenues were up in 2019.

Motion by Trustee Muchin, seconded by Trustee Zitzer, on acceptance on the February and March 2019 Finance and Administrative Services Report. Motion carried unanimously.

d. Discussion/action on the February and March 2019 Financial Statement and Investment Report.

Trustee Barth stated that revenues and expenditures are on track, year to date.

Motion by Trustee Zitzer, seconded by Trustee Muchin, on acceptance on the February and March 2019 Financial Statement and Investment Report. Motion carried unanimously.

e. Discussion/action on proclamation recognizing May 5-11 as

National Municipal Clerks Week.

Trustee Barth stated May 5-11 is National Municipal Clerks Week and recognized Lynn Galyardt for her hard work and dedication to the Village.

Motion by Trustee Muchin, seconded by Trustee Zitzer, on acceptance on proclamation recognizing May 5-11 as National Municipal Clerks Week. Motion carried unanimously.

- 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 for Oh My Dog, LLC, at 8838 N Port Washington Road.**

President Dickman stated he Plan Commission had recommended approval to the Board of Trustees on the Oh My Dog LLC conditional use permit.

Motion by Trustee Barth, seconded by Trustee Zitzer, on approval of the request for a Conditional Use Permit for Oh My Dog, LLC, at 8838 N Port Washington Road. Motion carried unanimously.

- 7. Architectural Review Committee-No Report.**
- 8. Library Board**
 - a. Discussion/action on February 2019 North Shore Library Report.**

Director Susan Drager Anderson stated that seven new employees were hired, and two employees were promoted.

Motion by Trustee Barth, seconded by Trustee Muchin, on acceptance of the February 2019 North Shore Library Report. Motion carried unanimously

- 9. Community Event Committee-No Report.**
- 10. North Shore Fire Department**
 - a. Discussion/update on White Oaks Apartment fire.**

Manager Pederson provided an update on the White Oaks Apartment fire noting the insurance company was trying to determine what was the cause of the fire. Manager Pederson stated the Red Cross did a fantastic job organizing a multi-agency resource center to aid the residents at White Oaks who were affected by the fire.

- 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

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 (Police and Library Services);**
- B. 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 Performance Evaluation);**
- C. Pursuant to Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Conditional Use Permit enforcement).**

Motion by President Dickman, seconded by Trustee Barth, to adjourn to closed session at 6:59pm 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 (Police and Library Services); 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 Performance Evaluation); and Pursuant to Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Conditional Use Permit enforcement). Motion carried unanimously by roll call vote.

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

Motion by President Dickman, seconded by Trustee Barth, to reconvene in open session at 7:48pm pursuant to Section 19.85 (2). Motion carried unanimously.

A. Action on items in closed session.

No action was taken or motions made in closed session.

XIII. ADJOURNMENT

Motion by Trustee Barth, seconded by Trustee Muchin, to adjourn the meeting at 7:58pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Administrative Services Director