



## I. CALL TO ORDER AND ROLL CALL

President Walny called the meeting to order at 6:00pm via remote teleconferencing.

### ROLL CALL

**President:** Eido Walny  
**Trustees:** Mike Barth  
Darren Fisher  
Daniel Muchin  
Bob Rudman  
Margaret Zitzer

**Also Present:** Village Manager Andy Pederson  
Police Chief Doug Larsson  
Village Attorney Chris Jaekels  
Administrative Services Director Lynn Galyardt  
Communications Center Director Liane Scharnott  
DPW Operations Superintendent Shane Albers  
IT Director Rich Foscatto  
Deputy Clerk Cassie Schmidt  
Assistant to the Village Manager Leah Hofer  
There were three people in the audience.

## II. PLEDGE OF ALLEGIANCE

## III. CITIZENS AND DELEGATIONS

### A. Introduction of Wisconsin State Assembly 23<sup>rd</sup> District Representative Deb Andraca.

State Representative Deb Andraca attended the meeting and introduced herself to the Village Board. Representative Andraca encouraged her constituents to reach out to her with any inquiries and introduced her assistant, Sandy Saltzstein.

## IV. 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, December 17, 2020.**
2. **Summary of Claims for December 12, 2020 through January 8, 2021 in the amount of \$356,077.10.**
3. **Resolution 21- \_\_\_\_, a resolution proclaiming the celebration of 2021 Arbor Day in the Village of Bayside.**
4. **Resolution 21- \_\_\_\_, a resolution proclaiming the celebration of 2021 World Migratory Bird Day in the Village of Bayside.**
5. **Resolution 21- \_\_\_\_, a resolution to Authorize the Village of Bayside to Become a Certified Member of Monarch City USA and to Encourage Bayside Residents to Support the Monarch Butterfly Population within the Village of Bayside.**

- 6. **Raze Order Report for 550 W Glencoe Place.**
- 7. **Resolution 21-\_\_\_, a resolution amending Resolution 20-23 revising the Village Fee Schedule as referenced by the Village of Bayside Municipal Code.**
- 8. **Coronavirus Emergency Supplemental Grant funds, grant #16370 in the amount of \$10,000.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve the Board of Trustees meeting minutes December 17, 2020; the Summary of Claims for December 12, 2020 through January 8, 2021 in the amount of \$356,077.10; Resolution 21-01, a resolution proclaiming the celebration of 2021 Arbor Day in the Village of Bayside; Resolution 21-02, a resolution proclaiming the celebration of 2021 World Migratory Bird Day in the Village of Bayside; Resolution 21-03, a resolution to Authorize the Village of Bayside to Become a Certified Member of Monarch City USA and to Encourage Bayside Residents to Support the Monarch Butterfly Population within the Village of Bayside; Raze Order Report for 550 W Glencoe Place; Resolution 21-04, a resolution amending Resolution 20-23 revising the Village Fee Schedule as referenced by the Village of Bayside Municipal Code; and Coronavirus Emergency Supplemental Grant funds, grant #16370 in the amount of \$10,000. Motion carried unanimously.

**B. Acceptance of:**

- 1. **December Preliminary 2020 Financial Statement and Investment Report.**
- 2. **Discussion/action on December 2020 Administrative Services Report.**
- 3. **December 2020 Community Impact Report.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to accept the December Preliminary 2020 Financial Statement and Investment Report; the December 2020 Administrative Services Report; and the December 2020 Community Impact Report. Motion carried unanimously.

**V. BUSINESS AGENDA**

**A. COMMITTEE AND COMMISSION REPORTS**

- 1. **Public Works Committee**
  - a. **Discussion/action on Proclamation Recognizing Scott Matusewic for His Contributions to the Village of Bayside in His Thirty Years of Service.**

President Walny read the above proclamation recognizing Scott Matusewic for his contributions to the Village of Bayside in his thirty years of service.

Scott Matusewic thanked the Village Board for all they have done for him during his years of service.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve the Proclamation Recognizing Scott Matusewic for His Contributions to the Village of Bayside in His Thirty Years of Service. Motion carried unanimously.

- b. **Discussion/action on December 2020 Department of Public Works Report.**

Public Works Operations Superintendent Shane Albers provided an overview of the December 2020 Department of Public Works report, noting that garbage tonnage had increased 16%, yard of mulch delivered has increased 39%, and Recycling Day participants has increased by 55%.

Motion by Trustee Barth, seconded by Trustee Zitzer, to accept the December 2020 Department of Public Works Report. Motion carried unanimously.

**2. Public Safety Committee**

**a. Discussion/action on December 2020 Police Department Report.**

Chief Larsson provided an overview of the December 2020 Police Department Report noting code enforcement has increased 40% and the number of reports written has increased by 45%.

Motion by Trustee Rudman, seconded by Trustee Barth, to accept the December 2020 Police Department Report. Motion carried unanimously.

**b. Discussion/update on 2021 capital purchase of replacement police squad vehicle #2104 with hybrid police squad vehicle.**

Chief Larsson provided an update on the 2021 capital purchase, replacing police squad vehicle #2104 with a hybrid police squad vehicle. He noted a hybrid vehicle is environmentally friendly. Chief Larsson noted he had spoken with several other police chiefs in the area regarding hybrid squad vehicles who highly recommended the purchase.

Manager Pederson stated that mileage for the hybrid vehicle is projected to double, from 9 mpg to 19 mpg and the payback is approximately 12 months.

**c. Discussion/action on December 2020 Communication Center Report.**

Director Scharnott provided an overview of the December 2020 Communication Center Report noting that Communications Center Supervisors met to review and update training for 2021, incorporating quarterly fire training onsite. Communications Center staff also submitted their SMART goals, which are currently being reviewed and modified to fit the needs of the center.

Motion by Trustee Rudman, seconded by Trustee Barth, to accept the December 2020 Communication Center Report. Motion carried unanimously.

**3. Finance and Administration Committee**

**a. Discussion/action on 2020 Administrative Services Annual Report.**

Director Galyardt provided an overview of the 2020 Administrative Services Annual Report noting an increase in permit revenue and an increase in grant funding. The 2019 audit was completed with no new material weaknesses, and the Village received the International City/County Management Association (ICMA) Certificate of Excellence in Performance Measurement.

Motion by Trustee Fisher, seconded by Trustee Rudman, to accept the 2020 Administrative Services Annual Report. Motion carried unanimously.

**b. Discussion/action on Village Comprehensive Plan update process.**

Manager Pederson provided an update on the Village Comprehensive Plan process. The Village has contacted area firms to discuss possible service alternatives and request a quote to assist with the Comprehensive Plan. The Village Board directed staff to come back with a proposal for the Comprehensive Plan for consideration.

**c. Discussion/action on contract with Arch Electric for the**

**construction of a 111.4 kW-DC photovoltaic system (solar panel array to be located on the Public Works facility.**

Manager Pederson provided an overview of the contract with Arch Electric for solar panels. The contract includes the installation of a 111.4kW photovoltaic solar panel system. Solar panels will be installed on the roof of the Public Works building, and it will off-set all power usage in the Department of Public Works building and Village Hall building.

The total project cost is \$168,872 with an average return on investment of 11 years.

Motion by Trustee Zitzer, seconded by Trustee Rudman, to accept the contract with Arch Electric for the construction of a 111.4 kW-DC photovoltaic system (solar panel array) to be located on the Public Works facility. 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 December 2020 Library Report.**

Manager Pederson provided an update on the status of the Library Board meeting noting that the Library Board had requested that a Village Representative attend the next Library Board meeting.

Motion by Trustee Barth, seconded by Trustee Rudman to approve the December 2020 Library Report. Motion carried unanimously.

- 9. North Shore Fire Department – No report.**
- 10. Community Development Authority – No report.**

**VI. VILLAGE PRESIDENT'S REPORT- No report.**

**VII. VILLAGE MANAGER'S REPORT**

- A. Discussion/action on 2020 Village Communications Annual Report.**

Assistant to the Village Manager Hofer provided an overview of the 2020 Village Communications Annual Report, noting Facebook likes have increased 9.9% from 2019. The Bayside Buzz had an average open rate of 60% in 2020, and 133,035 E-newsletters were sent.

Motion by Trustee Fisher, seconded by Trustee Zitzer, to accept the 2020 Village Communications Annual Report. Motion carried unanimously.

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

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

**X. ADJOURNMENT**

Motion by Trustee Fisher, seconded by Trustee Barth, to adjourn the meeting at 7:16pm. Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt, Administrative Services Director