



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
April 21, 2022
Village Board Room, 6:00pm

**BOARD OF TRUSTEES
MINUTES**

I. CALL TO ORDER AND ROLL CALL

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

ROLL CALL

President: Eido Walny
Trustees: Mike Barth
Darren Fisher
Elizabeth Levins
Dan Rosenfeld -
Bob Rudman
Margaret Zitzer

Also Present: Village Manager Andy Pederson
Administrative Services Director Rachel A. Safstrom
Assistant to the Village Manager Leah Hofer
Village Attorney Chris Jaekels
Operations Superintendent Shane Albers
Police Chief Doug Larsson
Communications Center Director Liane Scharnott
Communications Center Deputy Director Mandy Majors
There were fourteen people in the audience.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARING

A. In the matter of the Village of Bayside Comprehensive Plan 2042.

Jackie Mich from Vandewalle and Associates gave a brief review of the Comprehensive Plan 2042. This is the final meeting associated with the update of the Comprehensive plan. These updates are required by the State of Wisconsin every ten years. The process began in April 2021. There have been several meetings over the past year to compose this plan. As required by Statute, there were opportunities for public input during open house events and Plan Commission meetings.

1. Public Discussion

There was no public discussion.

2. Board Discussion

The Board commended the work by the consultant and staff on the document.

Closed discussion at 6:09 p.m.

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. CONSENT AGENDA

Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration.

A. Approval of:

1. Summary of Claims for March 16, 2022 through April 12, 2022 in the amount of \$695,894.72.
2. March 2022 Financial Statement.
3. March 2022 Community Impact Report.
4. Board of Trustees meeting minutes, March 17, 2022.
5. Proclamation Recognizing May 15-21, 2022 as Emergency Medical Services Week.
6. Discussion/action on Ordinance 22-01, An Ordinance to Create Section 104-8 of the Municipal Code With Regard to Exemption from Chapter 125 of Authorized Temporary Structures on Village Property.

Motion by Trustee Zitzer, seconded by Trustee Rosenfeld to approve Summary of Claims for March 16, 2022 through April 12, 2022 in the amount of \$695,894.72; March 2022 Financial Statement; March 2022 Community Impact Report; Board of Trustees meeting minutes, March 17, 2022; Proclamation Recognizing May 15-21, 2022 as Emergency Medical Services Week; and Discussion/action on Ordinance 22-01, An Ordinance to Create Section 104-8 of the Municipal Code With Regard to Exemption from Chapter 125 of Authorized Temporary Structures on Village Property. Motion carried unanimously by roll call vote.

VI. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Safety Committee

a. Introduction of Police Officer Jack Cranny.

Chief Larson introduced the newest officer Jack Cranny. Chief Larson stated Officer Cranny began employment on April 12, 2022. Administrative Services Director Safstrom administered the Oath of Office. The Board members welcomed Office Cranny.

b. Proclamation Recognizing May 15-21, 2022 as National

Police Week.

The Board thanked the Bayside Police Department staff for all their hard work.

Motion by Trustee Rosenfeld, seconded by Trustee Barth to approve the Proclamation Recognizing May 15-21, 2022 as National Police Week. Motion carried unanimously.

c. **Discussion/action on March 2022 Communications Center Report.**

Director Scharnott gave a brief overview of the Communications Center Report. Director Scharnott highlighting the call volume, the timeline for EMD implementation and the recertification for the Missing Kids Readiness Program.

Motion by Trustee Barth, second by Trustee Fisher, , to approve the March 2022 Communications Center Report. Motion carried unanimously.

d. **Discussion/action on March 2022 Police Department Report.**

Chief Larson updated the Board on the grants received, recertification of officers for AED and CPR as well as the creation of the Bayside Blotter.

Motion by Trustee Fisher, second by Trustee Barth, , to approve the March 2022 Police Report. Motion carried unanimously.

2. Finance and Administration Committee

a. **Proclamation Recognizing May 1-7, 2022 as Municipal Clerks Week.**

Motion by Trustee Zitzer, second by Trustee Fisher, , to approve the Proclamation Recognizing May 1-7, 2022 as Municipal Clerks Week. Motion carried unanimously.

b. **Discussion/action on March 2022 Administrative Services Report.**

Administrative Services Director Safstrom gave a brief overview of the recent election, tax payment collection and change in receipting software. Mrs. Safstrom also stated a new Deputy Clerk/Treasurer has been hired and will start May 2, 2022.

Motion by Trustee Zitzer, second by Trustee Fisher, , to approve the March 2022 Administrative Services Report. Motion carried unanimously.

3. Public Works Committee

a. Proclamation Recognizing May 15-21, 2022 as National Public Works Week.

Motion by Trustee Fisher, second by Trustee Zitzer, to approve the Proclamation Recognizing May 15-21, 2022 as National Public Works Week. Motion carried unanimously.

b. **Discussion/action on March 2022 Department of Public Works Report.**

Operations Supervisor Albers updated the Board on the mailbox replacement program. Nine have been installed and the next eleven are scheduled in the next six weeks as materials are received.

Trustee Rosenfeld questioned the response rate on the Adopt a Tree program. Mr. Albers stated it is not as popular as prior years.

Motion by Trustee Zitzer, second by Trustee Barth, to approve the March 2022 Public Works Report. Motion carried unanimously.

c. **Discussion/update on Ellsworth Park Community Build.**

Operations Supervisor Albers gave an update on the progress made to prepare for the Community Build. The crew has made great progress and will be ready for the install to begin April 25, 2022.

d. **Discussion/update on 2022 Capital Projects.**

Operations Supervisor Albers identified the two projects which have been approved by the Board are moving forward. The road project with culvert replacement is beginning in June and the sanitary sewer lining project will begin this summer.

e. **Discussion/update on MMSD Brown Deer Road Sanitary Sewer Project.**

MMSD went out to bid, received three bids for this project. It is possible an amendment to the intergovernmental agreement will be presented to the Board in June. There were additional utilities located in the right-of-way that were not anticipated.

4. Intergovernmental Cooperation Council

President Walny was pleased to inform the Building Milwaukee County Health Departments gave a final report on the Coronavirus Pandemic. They identified we are now in an endemic and future reports were not necessary.

5. Board of Zoning Appeals

a. **Discussion/action on the request for a special exception by Chelsea and Ahmad Omari, for the property located at 921 E Glencoe Pl, contrary to Section 125-91(b).**

Manager Pederson gave brief overview of the two projects present. Mr. Pederson identified both projects were reviewed earlier in the evening and approved unanimously by the Zoning Board of Appeals.

Motion by Trustee Fisher, seconded by Trustee Zitzer, to approve the special exception by Chelsea and Ahmad Omari, for the property located at 921 E Glencoe Pl contrary to Section 125-91(b)(3) including the findings under the application. Motion carried unanimously.

- b. Discussion/action on the request for a special exception by Kevin Kleinmann, for the property located at 1010 E Glencoe Pl, contrary to Section 125-91(b).**

Motion Trustee Fisher, seconded by Trustee Zitzer, to approve the special exception by Kevin Kleinmann, for the property located at 1010 E Glencoe Pl, contrary to Section 125-91(b)(5) including the findings and with the understanding that this approval may not to violate any sound or light ordinances within the Village of Bayside. Motion carried unanimously.

6. Architectural Review Committee

7. Plan Commission

- a. Discussion/action on Ordinance 22-02, Ordinance to Adopt the Village of Bayside Comprehensive Plan 2042.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve Ordinance 22-02, Ordinance to Adopt the Village of Bayside Comprehensive Plan 2042. Motion approved 6-1 (Levins-nay).

- b. Discussion/action on the request for a Conditional Use Permit for Shirts, Skirts, Shoes, & Stuff at 333 W Brown Deer Road Suite #12 for a clothing store.**

Motion Trustee Barth, seconded by Trustee Fisher, to approve the request for a Conditional Use Permit for Shirts, Skirts, Shoes, & Stuff at 333 W Brown Deer Road Suite #12 for a clothing store. Motion approved unanimously.

- c. Discussion/action on Certified Survey Map for 1466 E Bay Point Rd and 1476 E Bay Point Road, Tax Parcels 020-9998-001 and 020-9998-005.**

Motion by Trustee Zitzer, seconded by Trustee Barth to approve the Certified Survey Map for 1466 E Bay Point Rd and 1476 E Bay Point Road, Tax Parcels 020-9998-001 and 020-9998-005. Motion approved unanimously.

8. Library Board

- a. Discussion/action on March 2022 Library Report.**

Trustee Zitzer stated the Library Board met the morning of April 21, 2022. The Library Board is excited for the onboarding of the new Library Director on May 16, 2022. There was an update on the capital campaign as well as a review of current staffing challenges.

9. North Shore Fire Department

10. Community Development Authority

VII. VILLAGE PRESIDENT'S REPORT

A. Committee Appointments

Village Manager Pederson identified the Clerk should be a member of the Board of Review and recommended changing the Board of Review to have Clerk Safstrom as the member and Trustee Rosenfeld as the 2nd Alternate. Also, he identified the need to the chair of the Board of Review, as the committee will self-select the next chair.

Motion by Trustee Barth, seconded by Trustee Fisher, to approve the committee appointments including the amendments recommended by the Village President. Motion carried unanimously.

VIII. VILLAGE MANAGER'S REPORT

IX. VILLAGE ATTORNEY'S REPORT

A. Discussion/action on Ordinance 22-03, An Ordinance to Revise Section 32-48 to Apply to All Districts and to Create Section 32-48(10) of the Municipal Code With Regard to the Unenclosed Placement of Portable Toilet Facilities.

Attorney Jaekels reviewed the proposed Ordinance. Trustee Barth requested two amendments to be similar to the current dumpster ordinance. Changing the allowable time to be two 60 day applications as well a change to the setback to be 10 feet instead of 25 feet.

The Board discussed the requested amendment. A compromise of a 15 foot set-back was reached.

Trustee Fisher expressed concern of limiting the entire allowable time to 120 days. Will there be a provision for an extension if necessary. The Board discussed and determined an ordinance revision could be presented at a later date if necessary.

Motion by Trustee Bart, seconded by Trustee Zitzer to Ordinance 22-03, An Ordinance to Revise Section 32-48 to Apply to All Districts and to Create Section 32-48(10) of the Municipal Code With Regard to the Unenclosed Placement of Portable Toilet Facilities with the amendment allowing for two 60 day applications instead of 90 days and a 15 foot set-back from the property. Motion carried unanimously.

1. Discussion/action on Resolution 22-09, a resolution amending Resolution 21-34 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

Trustee Barth identified the fee should be \$50 for each 60 day application.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve Resolution 22-09, a resolution amending Resolution 21-34 revising the fee schedule as referenced by the Village of Bayside Municipal Code as amended. Motion carried unanimously.

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

XI. MOTION TO ADJOUR 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 (Cell Tower Lease)**

Motion by Trustee Zitzer, seconded by Trustee Barth to convene to closed session 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 (Cell Tower Lease). Motion carried unanimously by a roll call vote.

A Closed Session of approximately 19 minutes was held in which the Board of Trustee discussed cell tower lease.

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

Motion by Trustee Barth, seconded by Trustee Fisher, to reconvene to open session and the regular order of business. Motion carried unanimously.

- A. Action on items in closed session.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to authorize the Village Manager and Village Attorney to finalize negotiations for the lease of cell tower usage with AT&T and Verizon Wireless. Motion carried unanimously.

XIII. ADJOURNMENT

Motion by Trustee Barth, seconded by Trustee Zitzer, to adjourn the meeting at 7:03 p.m. Motion carried unanimously.

Respectfully submitted,

Rachel A. Safstrom
Administrative Services Director