



REGULAR VILLAGE BOARD MEETING

MEETING NOTICE AND AGENDA

WHITEFISH BAY VILLAGE HALL – **IN-PERSON**
5300 North Marlborough Drive

Monday, December 6, 2021, 6:00 PM

I. Call to Order and Roll Call

Approved II. Consent Agenda – Upon request of any Trustee, any item may be removed from the Consent Agenda for separate consideration under General Business.

1. Minutes of the regular meeting held on November 15, 2021.
2. Claims for November, 2021.
3. Approval of Operator License Application
4. Conceptual approval of Whitefish Bay Little League dugout improvement project – Craig Counsell Park.
5. Appointment of Cathy Panas to the Whitefish Bay Civic Foundation Board.
6. Appointment of Colin Daly to the Whitefish Bay Civic Foundation Board.
7. Appointment of Chandra Novoa to the Whitefish Bay Civic Foundation Board.
8. Appointment of Andrew Garcia to the Whitefish Bay Civic Foundation Board.
9. Appointment of Election Inspectors for the period of 1/1/22 – 12/31/23.

III. Report of Village Officers

1. Village Attorney
2. Village Manager
3. Village President
4. Miscellaneous Trustee

IV. Petitions and Communications – This is an opportunity for anyone to address the Village Board on any issue NOT on the current agenda. While the Board encourages input from residents of the Village, it may not discuss or act on any issue that is not duly noticed on the agenda.

V. General Business

Approved 1. Discussion/action on the 2022 Tree Pruning Contract.

Discussion only 2. Discussion/action on cloud backup options.

VI Adjourn

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at (414) 962-6690. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village including in particular the Business Improvement District Board 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.wfbvillage.org)

REGULAR VILLAGE BOARD MEETING

A regular meeting of the Board of Trustees of Whitefish Bay was held In-Person on November 15, 2021.

Pursuant to law, written notice of this meeting was given to the press and posted on public bulletin boards.

I. Call to Order and Roll Call

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

Present: Trustees Demet, Fuda, Haller, Koltun, Serebin and President Buckley

Also Present: Village Manager—Paul Boening
Village Attorney—Chris Jaekels
Assistant Village Manager—Tim Blakeslee
Finance Director/Clerk—Jaimie Krueger
Director of Public Works—John Edlebeck
Director of Building Services—Joel Oestreich
Interim Police Chief—Patrick Whitaker
Library Director—Nyama Reed
Deputy Clerk—Erin Granstrom

II. Public Hearing on 2022 Village Budget

Bruce Kruger (5561 N Kent Ave) complimented the board and staff on participation in Grow Solar Milwaukee. Mr. Kruger suggested a change to the budget process by involving public comments at the beginning of the process rather than at the end. He encouraged synergy with other municipalities and expressed it would be beneficial to look into environmental and climate improvements such as waste stream management.

Marilynn Mastoianni (5821 N Santa Monica Blvd) echoed Mr. Kruger's compliment on solar program and his suggestion of getting public input earlier in the budget development process. Ms. Mastoianni expressed concern with the amount of debt service included in the 2022 budget.

President Buckley explained that there were previous meetings, the first being a month ago when budget items were brought for consideration and the second being the budget workshop two weeks ago. Buckley gave background on debt service, specifically citing events like the 2010 flooding making borrowing necessary to maintain our infrastructure. Trustee Fuda and Serebin commented on the Village's credit rating, low interest rates, and the Village's refinancing to reduce debt service. Boening also explained that the North Shore Fire Department (NSFD) by law is not able to take out debt and therefore municipalities serviced by NSFD take out debt which is paid by the NSFD. Buckley addressed synergy with other municipalities, stating he feels the Village is good at this, citing shared programs and departments in the North Shore.

Bruce Kruger (5561 N Kent Ave) expressed he feels there is an opportunity for synergy in solid waste collection and leadwater programs.

Marilynn Mastoianni (5821 N Santa Monica Blvd) expressed continued concern about the amount of debt service included in the budget.

III. Consent Agenda

It was moved by Trustee Serebin, seconded by Trustee Haller, and carried by the Village Board 6-0 to approve the consent agenda as presented.

1. Minutes of the regular meeting held on November 1, 2021.
2. Claims for October, 2021.
3. Investment Report for October, 2021.
4. Resolution No. 3099 declaring intent for the Village of Whitefish Bay to become a "Monarch City."
5. Appointment of Jay Saunders to the Joint Review Board as the Whitefish Bay public member.
6. Resolution NO. 3104 temporarily releasing the Development Agreement deadline for the completion by Lexor, LLC.

IV. Report of Village Officers

1. **Village Attorney**—Attorney Jaekels commented on property maintenance complaints on Santa Monica and that staff have consulted him on what is allowable. Staff has also be working with him on the redistricting.
2. **Village Manager**—Village Manager Boening congratulated Chief Patrick Whitaker in his new role as chief of police.
3. **Village President**—President Buckley stated that he will be walking in the Holiday Stroll the Friday after Thanksgiving and invited other Trustees to join him.
4. **Miscellaneous Trustee**—No Report

V. Petitions and Communications

No petitions or communications received.

VI. General Business

1. **Discussion/Action on Resolution No. 3101 to extend the tax levy for the year 2021 and to adopt the 2022 Budget in the following funds: General Fund, Library Fund, Debt Service Fund, Capital Fund, Special Assessment Fund, Borrowed Money Fund, TID No. 1 Fund, TID No. 2 Fund.**

Boening mentioned the memo provided by Finance Director, Jaimie Krueger, in the packet and explained the resolution is a procedural document. Trustee Koltun reviewed request for racial equity training and inquired if a line item could be included in the 2022 budget. Board discussed adding a line item. Trustees expressed desire to determine what topics residents feel need to be addressed prior to scheduling training.

It was moved by Trustee Haller and seconded by Trustee Fuda to approve Resolution No. 3101 to extend the tax levy for the year 2021 and adopt the 2022 Budget for General Fund, Library Fund, Debt Service Fund, Capital Fund, Special Assessment Fund, Borrowed Money Fund, TID No. 1 Fund and TID No. 2 Fund.

It was moved by Trustee Koltun and seconded by Trustee Haller to amend the motion to allocate \$15,000 for an initial racial equity training in the Capital Fund. Motion to amend did not pass 2-4 (Trustees Demet, Fuda and Serebin and President Buckley descending).

Village Board voted on original motion by show of hands, resolution passed 6-0 by a raise of hands.

2. **Discussion/action on Resolution No. 3102 to adopt the 2022 Budget for the following utility funds: Water Utility, Sewer Utility, and Stormwater Utility.**

Boening explained that the proposed resolution is to set a budget amount since the utility funds are not tax dependent and do not require approval of a levy.

It was moved by Trustee Serebin and seconded by Trustee Demet to approve Resolution No. 3102 to adopt the Budget for the Water Utility, Sewer Utility, and Stormwater Utility, resolution carried 6-0 by a raise of hands.

Bruce Kruger (5561 N Kent) suggested the creation of a Green Fund that residents could voluntarily contribute to that funds would be used for green programs.

3. Discussion/action on Resolution No. 3103 authorizing the extension of assessments special charges, and delinquencies on the 2021 tax roll for the following: Streets, sidewalks, alleys and sewer improvement assessments; Business Improvement District assessments; Delinquent water/sewer/stormwater user charges; and Miscellaneous delinquent charges.

Boening explained this resolution procedural and gives the finance director and staff the authority to add assessments on the tax roll as needed.

It was moved by Trustee Serebin and seconded by Trustee Fuda to approve Resolution No. 3103 authorizing the extension of assessments, special charges, and delinquencies on the 2021 tax roll for; Streets, sidewalks, alleys and sewer improvement assessments; Business Improvement District assessments; Delinquent water/sewer/stormwater user charges; and Miscellaneous delinquent charges, resolution passes 6-0 by a raise of hands.

4. Discussion/action on the 2022 Whitefish Bay Business Improvement District Operating Plan.

Boening explained that the BID board met and approved the proposed Operating Plan as required by State Statute. The only changes from the 2021 operating plan are the budget and the assessments of the properties in the BID district.

It was moved by Trustee Fuda and seconded by Trustee Serebin that the Village Board approve the Whitefish Bay BID's 2022 Operating Plan, motion passes 6-0.

5. Discussion/action on Resolution No. 3100 pertaining to election ward boundaries in the Village of Whitefish Bay.

Boening explained that every 10 years following the census election ward maps are reviewed. For the Village the ward boundaries did not change. There is one change in that all wards are now in one supervisory district, which previously there were a few wards in a different supervisory district. Ward boundaries and voting locations will not change.

It was moved by Trustee Serebin and seconded by Trustee Demet that the Village Board approve Resolution No. 3100 pertaining to election ward boundaries in the Village of Whitefish Bay, resolution passed 6-0.

6. Discussion/action on potential purchase of "Badger Books" electronic poll books.

Finance Director, Jaimie Krueger, highlighted some benefits of "Badger Books" and shared that 76 municipalities are currently using and many more are looking to implement in the near future. They are not connected to the internet. Trustees inquired about future versions and when that may come out, devise maintenance, and logistics when voters come to the polls, and if there is a loss of power and accessibility.

It was moved by Trustee Serebin and seconded by Trustee Fuda that the Village Board approve the purchase of "Badger Books" electronic poll books for Elections utilizing ARPA Funds as permitted, motion carried 6-0

7. **The Board may convene into Closed Session pursuant to Wisconsin State Statute §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 – specifically regarding evaluation of the Village Manager and employment compensation.**

It was moved by Trustee Serebin and seconded by Trustee Fuda that the Village Board convene into Closed Session pursuant to Wisconsin State Statute §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 – specifically regarding evaluation of the Village Manager and employment compensation, motion passed 6-0 at 7:23 pm.

8. **The Board may reconvene into open session. The Board reserved the right to take action on a topic discussed in closed session.**

It was moved by Trustee Serebin and seconded by Trustee Haller to return to Open Session at 8:08 pm, motion carried by Roll Call Vote, 6-0.

Trustee Serebin moved, seconded by Trustee Demet to increase the annual salary for the Assistant Manager position to \$82,000, motion carried 6-0.

VII. Adjourn

There being no further business, it was moved by Trustee Fuda, seconded by Trustee Serebin, and carried 6-0 to adjourn the meeting at 8:10 pm.



Erin Granstrom, Deputy Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank Cking ASSOCIATED					
11/05/2021	Cking	61176	102791	Abdo-Spotlight-Magic Wagon	526.80
11/05/2021	Cking	61177	102535	ABT Mailcom	117.81
11/05/2021	Cking	61178	0004	Alsco	928.61
11/05/2021	Cking	61179	0010	Baker & Taylor Books	5,251.65
11/05/2021	Cking	61180	102543	Blackstone Publishing	272.49
11/05/2021	Cking	61181	102602	Brake & Equipment	78.90
11/05/2021	Cking	61182	101678	Century Springs	77.10
11/05/2021	Cking	61183	102567	Charter Communications	877.02
11/05/2021	Cking	61184	0045	Confluence Graphics	174.00
11/05/2021	Cking	61185	0081	Davis & Kuelthau, S.C.	11,832.88
11/05/2021	Cking	61186	101676	Gale	24.00
11/05/2021	Cking	61187	102629	Gibb Building Maintenance	2,256.00
11/05/2021	Cking	61188	0039	GRAEF	5,035.50
11/05/2021	Cking	61189	102051	Home Depot Credit Services	32.94
11/05/2021	Cking	61190	101621	Homer's Towing & Service, Inc.	450.00
11/05/2021	Cking	61191	101800	Innovative Credit Solutions	100.00
11/05/2021	Cking	61192	102732	Kanopy, Inc.	346.00
11/05/2021	Cking	61193	102622	Kriete Truck Center Milwaukee	310.80
11/05/2021	Cking	61194	101948	Leader Towing	135.00
11/05/2021	Cking	61195	MISC01	Mark Laska	45.00
11/05/2021	Cking	61196	0058	Milwaukee County Treasurer	1,656.29
11/05/2021	Cking	61197	101747	NAPA	135.99
11/05/2021	Cking	61198	102268	North Shore Water Commission	37,778.18
11/05/2021	Cking	61199	0124	Peter Bronek	1,800.00
11/05/2021	Cking	61200	101891	Quill Corporation	16.49
11/05/2021	Cking	61201	101918	R.A. Smith National	1,687.00
11/05/2021	Cking	61202	102793	Regal Forms	2,995.00
11/05/2021	Cking	61203	102225	Sherwin Williams Co	10.05
11/05/2021	Cking	61204	102518	Shred-It, C/O Stericycle, Inc.	164.30
11/05/2021	Cking	61205	100402	Snap-On Tools	139.99
11/05/2021	Cking	61206	101656	State of WI-Court Fines/Surcharges	4,053.86
11/05/2021	Cking	61207	101634	The Office Technology Group	311.63
11/05/2021	Cking	61208	101634	The Office Technology Group	108.90
11/05/2021	Cking	61209	102735	Truax Patient Services	750.00
11/05/2021	Cking	61210	0023	Tyler Technologies, Inc.	4,874.07
11/05/2021	Cking	61211	0079	Verizon Wireless	24.32
11/05/2021	Cking	61212	0075	Village Ace Hardware	15.63
11/05/2021	Cking	61213	0076	W.C.T.C.	130.80
11/05/2021	Cking	61214	0089	Wachtel Tree Science	2,769.00
11/05/2021	Cking	61215	MISC01	Wagner Excavating Inc.	1,000.00
11/05/2021	Cking	61216	102031	WCMA	50.00
11/05/2021	Cking	61217	0086	Wex Bank	7,117.45
11/05/2021	Cking	61218	102229	Wisconsin Department of Justice	7.00
11/05/2021	Cking	61219	102043	Yes Equipment & Services, Inc.	96.87
11/05/2021	Cking	61220	102025	Zarnoth Brush Works, Inc.	1,340.00
Total For 11/05/2021:					97,905.32
11/12/2021	Cking	61221	102497	Action Digital Document Solutions	1,717.90
11/12/2021	Cking	61222	MISC01	Allen Klotsche	100.00
11/12/2021	Cking	61223	102569	Amazon Capital Services	806.38
11/12/2021	Cking	61224	102721	American Digital Memories LLC	168.48
11/12/2021	Cking	61225	0126	AT&T	88.20
11/12/2021	Cking	61226	102728	AT&T Mobility	464.54
11/12/2021	Cking	61227	101804	Automatic Building Controls	7,000.00
11/12/2021	Cking	61228	0012	Batteries Plus	594.22
11/12/2021	Cking	61229	102543	Blackstone Publishing	40.00
11/12/2021	Cking	61230	102798	Bureau of Correctional Enterprises	401.73
11/12/2021	Cking	61231	102406	Cardmember Service	1,506.57
11/12/2021	Cking	61232	102406	Cardmember Service	1,329.90
11/12/2021	Cking	61233	102406	Cardmember Service	2,474.62
11/12/2021	Cking	61234	MISC01	CAROL PETERSON & TODD RONGSTAD	75.68
11/12/2021	Cking	61235	101875	Casper's Truck Equipment	1,200.00
11/12/2021	Cking	61236	MISC01	Classic Concrete & Masonry, LLC	1,000.00
11/12/2021	Cking	61237	0127	CliftonLarsonAllen LLP	1,659.00
11/12/2021	Cking	61238	101676	Gale	169.55
11/12/2021	Cking	61239	0088	Gardener in the City	1,158.00
11/12/2021	Cking	61240	101976	Goodyear Tire & Rubber Co.	545.28
11/12/2021	Cking	61241	101911	Herslof Optical Co., Inc.	156.00
11/12/2021	Cking	61242	102623	J. Miller Electric	1,840.54
11/12/2021	Cking	61243	102659	Jacobus Energy	831.30
11/12/2021	Cking	61244	102604	Joe DeBelak Plumbing	1,000.00
11/12/2021	Cking	61245	0105	LexisNexis Risk Data Mgmt Inc.	150.00
11/12/2021	Cking	61246	0050	Lincoln Contractors Supply	338.85
11/12/2021	Cking	61247	102710	MacQueen Equipment	1,340.00
11/12/2021	Cking	61248	0054	MADACC	0.30
11/12/2021	Cking	61249	101586	Mergent, Inc.	242.00
11/12/2021	Cking	61250	0057	Milwaukee County Fed. Library Syst.	1,712.87
11/12/2021	Cking	61251	102268	North Shore Water Commission	1,480.77

Check Date	Bank	Check	Vendor	Vendor Name	Amount
11/12/2021	Cking	61252	0062	Notary Bond Renewal Service	60.00
11/12/2021	Cking	61253	102292	Office Copying Equipment	229.62
11/12/2021	Cking	61254	102701	Pom Incorporated	1,569.60
11/12/2021	Cking	61255	101668	Proven Power, Inc.	97.36
11/12/2021	Cking	61256	101674	R.N.O.W., Inc.	1,067.48
11/12/2021	Cking	61257	102180	Ray O'Herron Co, Inc	2,639.20
11/12/2021	Cking	61258	0061	Securian Financial Group, Inc.	1,664.77
11/12/2021	Cking	61259	102550	Stark Pavement Corporation	788.32
11/12/2021	Cking	61260	0074	TAPCO	170.60
11/12/2021	Cking	61261	0103	TASC	210.56
11/12/2021	Cking	61262	102795	The Redmond Company	1,000.00
11/12/2021	Cking	61263	102012	ULINE	1,058.08
11/12/2021	Cking	61264	0075	Village Ace Hardware	21.68
11/12/2021	Cking	61265	0018	Village of Brown Deer	500.00
11/12/2021	Cking	61266	0070	Village of Shorewood	225.00
11/12/2021	Cking	61267	102796	Wayside Nurseries, Inc	591.00
11/12/2021	Cking	61268	0086	Wex Bank	3,082.33
11/12/2021	Cking	61269	101960	WI Dept of Financial Institutions	40.00
11/12/2021	Cking	61270	101671	WIL-KIL Pest Control	375.00
Total For 11/12/2021:					46,983.28
11/19/2021	Cking	61272	101715	Accurate Recharge	2,001.90
11/19/2021	Cking	61273	0003	Aflac	460.72
11/19/2021	Cking	61274	0082	Airgas USA, LLC	312.84
11/19/2021	Cking	61275	102569	Amazon Capital Services	31.98
11/19/2021	Cking	61276	0006	Armstrong Consulting Group, Inc.	3,500.00
11/19/2021	Cking	61277	101804	Automatic Building Controls	10,536.00
11/19/2021	Cking	61278	101947	Automatic Transmission Design	2,065.00
11/19/2021	Cking	61279	101837	BAYCOM	1,263.00
11/19/2021	Cking	61280	0078	Carquest Auto Parts	647.77
11/19/2021	Cking	61281	MISC01	Cheng Wang	527.50
11/19/2021	Cking	61282	102718	Complete Mobile Drug Testing	204.68
11/19/2021	Cking	61283	101803	Custom Grown Greenhouses	2,725.00
11/19/2021	Cking	61284	102198	Delta Dental of Wisconsin	6,178.06
11/19/2021	Cking	61285	102522	Forward Contractors	13,954.50
11/19/2021	Cking	61286	101621	Homer's Towing & Service, Inc.	450.00
11/19/2021	Cking	61287	101806	Hy-Test Safety Shoe Service	150.00
11/19/2021	Cking	61288	102659	Jacobus Energy	893.60
11/19/2021	Cking	61289	102559	Milwaukee Journal Sentinel	357.12
11/19/2021	Cking	61290	101776	Neher Electric Supply, Inc.	314.00
11/19/2021	Cking	61291	102189	Payne & Dolan, Inc.	90,369.30
11/19/2021	Cking	61292	102771	Personnel Evaluation Inc	140.00
11/19/2021	Cking	61293	101918	R.A. Smith National	1,590.50
11/19/2021	Cking	61294	102481	Smart Interactive Media, LLC	265.00
11/19/2021	Cking	61295	0072	Streicher's	510.27
11/19/2021	Cking	61296	MISC01	Taylor Landscape Construction LLC	1,000.00
11/19/2021	Cking	61297	102526	Tim Blakeslee	149.85
11/19/2021	Cking	61298	102217	Total Energy Systems, LLC	500.00
11/19/2021	Cking	61299	0075	Village Ace Hardware	23.90
11/19/2021	Cking	61300	0070	Village of Shorewood	536.00
11/19/2021	Cking	61301	0123	We Energies	30,749.14
11/19/2021	Cking	61302	0131	WEA Insurance Trust	120,122.22
11/19/2021	Cking	61303	101652	Westhofen Works, Inc.	475.00
11/19/2021	Cking	61304	101671	WIL-KIL Pest Control	333.75
Total For 11/19/2021:					293,338.60
11/23/2021	Cking	61305	101849	Adam Warsh	120.00
11/23/2021	Cking	61306	102569	Amazon Capital Services	168.05
11/23/2021	Cking	61307	0008	Associated Trust Company	950.00
11/23/2021	Cking	61308	102543	Blackstone Publishing	360.00
11/23/2021	Cking	61309	101805	Chicago Tribune	115.42
11/23/2021	Cking	61310	102172	Clark Dietz, Inc	17,385.00
11/23/2021	Cking	61311	0045	Confluence Graphics	180.00
11/23/2021	Cking	61312	0081	Davis & Kuelthau, S.C.	182.00
11/23/2021	Cking	61313	102191	Don Nardi	100.00
11/23/2021	Cking	61314	101733	EBSCO	45.08
11/23/2021	Cking	61315	101676	Gale	31.19
11/23/2021	Cking	61316	101739	George Medina	60.00
11/23/2021	Cking	61317	102659	Jacobus Energy	1,142.27
11/23/2021	Cking	61318	102057	Jay Brustmann	30.00
11/23/2021	Cking	61319	102648	Jesse Barkow	60.00
11/23/2021	Cking	61320	102247	John Edlebeck	94.64
11/23/2021	Cking	61321	102245	Kris Raasch	90.00
11/23/2021	Cking	61322	102677	Lee Recreation, LLC	2,030.00
11/23/2021	Cking	61323	102000	Michael Best & Friedrich LLP	1,003.95
11/23/2021	Cking	61324	102037	Nyama Reed	186.60
11/23/2021	Cking	61325	102024	Paul Witte	210.00
11/23/2021	Cking	61326	101760	Purchase Power	1,020.99
11/23/2021	Cking	61327	102241	Ralph Zeit	30.00
11/23/2021	Cking	61328	102800	Raza of Racine	5,483.95

Check Date	Bank	Check	Vendor	Vendor Name	Amount
11/23/2021	Cking	61329	102678	Robb Gregg	375.00
11/23/2021	Cking	61330	101931	Staples Advantage	243.16
11/23/2021	Cking	61331	102640	Theresa Hoge	143.00
11/23/2021	Cking	61332	102526	Tim Blakeslee	150.00
11/23/2021	Cking	61333	0022	U.S. Cellular	447.63
11/23/2021	Cking	61334	101631	Valerie Morris	401.91
11/23/2021	Cking	61335	0070	Village of Shorewood	19,266.49
11/23/2021	Cking	61336	0123	We Energies	1,308.48
Total For 11/23/2021:					53,414.81

CKING TOTALS:

Total of 160 Disbursements:

491,642.01



Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217
Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Village Board
Cc: Paul Boening – Village Manager
From: Erin Granstrom, Deputy Clerk
Date: December 2, 2021
Re: Operator License Approval – Consent Agenda

Background

The Village Board is the ruling body responsible for approving Operator License applications. Operator permits are renewed annually and the following permits would be valid issuance through June 30, 2022.

Analysis

The bartender license application listed above are being presented for approval. A background check will be performed and the applicant will meet the requirements to hold a license in the Village of Whitefish Bay.

Action Requested

To approve the Bartender Licenses as listed with issuance subject to completion of a successful background investigation and all other license requirements.

New Operator Permits

Trouble & Sons

Michael Pingitore



VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: President Kevin Buckley & Village Board of Trustees

REPORT FROM: Paul Boening – Village Manager

DATE: December 2, 2021

AGENDA ITEM: Conceptual approval of Whitefish Bay Little League dugout improvement project – Craig Counsell Park.

ACTION REQUESTED: ___ Ordinance ___ Resolution Motion (Consent)

BACKGROUND:

In 2014, the Village Board approved a MOU to provide the terms and conditions for the use of Craig Counsell Park by Whitefish Bay Little League. Per the MOU, Village Board approval is required for all improvements with a cost or value in excess of \$5,000. Representatives from WFB Little League have been in communication with Village staff to discuss their plan to replace the existing chain-link dugouts. Little League provided the following project narrative:

To further improve our facilities at Craig Counsell Park (CCP), the Whitefish Bay Little League Board seeks approval from the Village of Whitefish Bay for the construction of four new dugouts. The new dugouts will be constructed within the current footprint of the existing dugouts at CCP on both the northwest and northeast fields. The new dugouts will improve functionality, increase safety, and enhance the overall aesthetic of CCP, making it a premier recreational facility to be enjoyed by hundreds of Whitefish Bay Little League participants throughout the spring and fall seasons.

The project calls for the removal of the existing chain link fencing dugouts, while leaving intact the existing dugout roof structures. The existing dirt floors will be replaced with concrete floors, each floor having a drain that ties into the existing drainage network at CCP. These floors will be at grade level, avoiding the need for any step up or down into the new dugouts. The rear and side dugout walls will be constructed with a standard split face concrete block. The field side dugout wall will consist of a concrete block knee wall (appx 40 inches), with a chain link fence continuing to the top of the dugout structure. The field facing side of each dugout will have two entrances, each having a minimum width of 32 inches to meet ADA guidelines and ensure accessibility.

The project cost is estimated to be \$15,615 per dugout structure, for a total of \$62,460. The estimate for drainage improvements is \$3375. Combined we estimate the total project cost to come in at \$65,835. This estimate excludes the cost of chain link fencing on the field facing wall and cabinetry that will be installed within the dugouts. The cost of the project will be paid for by the Whitefish Bay Little League.

Staff is comfortable with the proposed project. Construction would be subject to all permitting and engineering review requirements.

RECOMMENDED ACTION BY VILLAGE BOARD:

Conceptual approval of the dugout improvement proposal as part of the Consent Agenda.

Catherine Panas, LEED AP, MSSD

panasfamily@hotmail.com

Sustainability & Development

Core competency in sustainability-based project management combined with solid organizational, communication and interpersonal skills.

- Execution of USGBC LEED, Enterprise Green Communities, Energy Star and Passive House projects while ensuring budget and schedule
- In-depth experience with all aspects of development, design, land acquisition & construction management concentrating on mixed use projects
- Primary Focus on delivering against stakeholder expectations, profitability, financing vehicles and cost control in design and construction
- Management and staffing a projects throughout the entire life-cycle

PROFESSIONAL EXPERIENCE

Central Bucks School District, Doylestown, PA

April 2019 – Sept 2020

Owner’s Representative

Managed all capital improvements projects for the 3rd largest school district in PA with a real estate portfolio of 23 schools, 3 office buildings, bus depot, and 10 acres of undeveloped land; annual capital budget of \$12M. Performed all design development tasks and construction strategies while monitoring budget, quality and schedule. Evaluated sustainability elements of the projects ensuring compliance with requirements.

Mission First Housing Group, Philadelphia, PA

Columbus Property Management & Development

December 2011 – March 2019

Director, Construction Services, Design & Construction

Real-estate development professional with expertise in sustainability, historic preservation, adaptive reuse, environmental planning, design, and project management. Managed complex multi-million dollar projects from concept, financing, and turnover to tenants/property management. Cultivated relationships with investors, community stakeholders, governing entities, project team members and tenants. Passion for developing mixed-use projects, renovating existing buildings and revitalizing communities. Manage a wide range of projects including out-of-ground, adaptive reuse and substantial renovations.

Expertise includes:

- ***Development:*** land acquisition, environmental due diligence, financial closing, and budget oversight.
- ***Design:*** programming, conceptual design, schematic, design development, and construction documents with a focus on ensuring Funder’s and Owner’s

requirements. Incorporated sustainable design concepts and green strategies including Passive House, LEED, and Enterprise.

- **Construction:** Responsible for pre-construction and construction activity through project's life cycle including identification of scope and budget, RFP management, construction team identification both in-house and subcontractors, permitting, master schedule, subcontractors de-scoping and contract negotiation, and construction oversight.

NELSON, Philadelphia, PA

September 2005 – August 2010

Project Director/Account Manager

Provided services geared towards a one-stop source for facilities management-related needs of CitiGroup Corporate Realty Service Division. Lines of business included architecture, interior design, engineering, environmental strategies, and workplace services. Responsible for the overall profitability, service delivery and performance of account and progressive growth. Managed multiple, internal teams to provide a range of services for both Citi's Commercial and Retail Real Estate programs with an emphasis on LEED consultation.

Citi Retail Branch Program (Northeast) – LEED Consultation

- Program Director for the design, construction and development of 60 new bank branches
- Provided consultation services for the prototype for LEED-CI volume-build retail program throughout the US
- Coordinated LEED project implementation services for fifteen retail branches in the northeast including commissioning and provided design and construction management services to renovate existing branches to LEED standards.

WOHL REAL ESTATE DEVELOPMENT, Irvine, CA

July 2004 - September 2005

Developer – Senior Project Manager

A Real Estate Investment Company specializing in commercial, retail, and industrial properties in Orange and Los Angeles Counties in California. Responsible for the overall design and construction activities related to tenant improvements, tenant fit-outs and capital expenditure projects for properties owned and managed by the company.

Highlights included:

- Working with Leasing Manager to secure and execute new tenant commitments
- Working with CFO in creating property budgets, maintaining on-going financial tracking of existing properties and ROI analysis of proposed investments
- Subcontractor negotiations and coordination ensuring construction complies with safety regulations, quality control and building/code requirements

CITIGROUP INC., New York, NY

February 1996 – July 2002

Owner's Representative/Assistant Vice President

Led a 12-member project team in all aspects of project/property management for a 1.5M SF real estate portfolio in midtown Manhattan.

Highlights included:

- Oversaw \$75M restack project which impacted over 1M SF of commercial space with a focus on work plan integration, budget management, code compliance and project schedule.
- Established project team, both internally and externally, applicable to project scale, schedule and budget.
- Managed all phases of design including programming, design development and construction documents. Selected interior finishes, furniture and equipment.

Prior Experience

NELSON, Philadelphia, PA

June 1993 – February 1996

Design Consultant & Project Manager

JONES, LANG, LASALLE (JLL), Chicago, IL

September 1990 – April 1993

General Contractor - Assistant Project Manager

PROFESSIONAL CERTIFICATION

Co-Instructor, Sustainable Building Advisor Program

Member, Delaware Valley Green Building Council (DVGBC)

Member, Building Industry Association of Philadelphia

EDUCATION

Philadelphia University, *Masters of Science in Sustainable Design*

Commenced, Sept 2009 – Completed, May 2012

Parsons School of Design, *Certificate in Interior Design*

Commenced, Sept 1995 – Completed, May 1999

Purdue University, *Bachelor of Science in Construction Management*

Graduated Cum Laude in May 1990

President, Sigma Lambda Chi Honor Society

COMPUTER SKILLS

Microsoft Office - Word, Excel, Outlook, PowerPoint, MS Project and Social Media Platforms

Colin P. Daly

4975 N Diversey Blvd., Whitefish Bay, WI 53217

Cell: 847.338.8506

colin.daly1212@gmail.com

Education professional with 14 years of experience in program management, supervision, and training.

EDUCATION

- M.Ed. College Student Affairs Leadership; Grand Valley State University, Allendale, MI: 2007
- B.A. Organizational Communications & Spanish; North Central College, Naperville, IL: 2005

WORK EXPERIENCE

Director of Welcome Programs (Admissions) *University of Wisconsin-Milwaukee* April 2020 – Current

- Recruit, hire, train, and supervise 8 FTEs, 2 PTEs, and 70 students.
- Oversee all in-person and virtual Orientation/Transition programs for 4,800 students at 3 campuses.
- Oversee in-person and virtual visit events for 1200 visitors and tours for 11,000 visitors annually.
- Assess programs against industry standards and compliance; program satisfaction of 90% or better.
- Accountable for \$1.2 Million budget for orientation and visit programs.
- Lead strategic planning for department, collaborating with stakeholders to develop new procedures.

Director of New Student Programs *University of Wisconsin-Milwaukee* Oct. 2014 – April 2020

- Recruited, hired, trained, and supervised 2-3 FTEs, 2 PTEs, and 40 students.
- Oversaw all aspects of Orientation/Transition programs: 14 two-day sessions, 6 one-day sessions and online program for 3,200 first-year students, 1,000 transfer students and 2,000 guests.
- Accountable for \$900,000 programming and staff budget for New Student Programs office.
- Developed curriculum for and taught a 2-credit leadership course to new student leaders.

Asst. Dir., Prospective/New Student Programs *University of Wisconsin-Milwaukee* May 2014 – Oct. 2014

- Assisted with coordination of student recruitment events including a call campaign for 6,000 students.
- Recruited, hired, trained, and supervised 2 full-time staff, 1 Intern, 40 tour guides and 40 students.
- Developed professional staff training, expectations, and accountability measures for all events.

Assistant Director, First Year Student Success *University of Wisconsin-Milwaukee* Aug. 2011 – May 2014

- Assisted with first-year experience programs for 4,000 first-year students including peer mentoring, summer bridge, and New Student Orientation (transformed into overnight programs in 2013).
- Recruited, hired, trained, supervised, and evaluated 3 graduate assistants and 75 student mentors.
- Created marketing materials and maintained office operations, website, and social media accounts.

Residence Hall Coordinator *University of Missouri* July 2007 – Aug. 2011

- Recruited, hired, trained, supervised, and evaluated 9-10 Community/Peer Advisors.
- Adjudicated around 70 conduct hearings per semester and created educationally based sanctions.
- Designed and implemented building assessments and reported findings on community issues.

PROFESSIONAL INVOLVEMENT

- NODA – Association for Orientation, Transition and Retention 2005 – 2006, 2011 - Current
 - General Board Member (Appointed) 2021 – Current
 - Region 5 Coordinator (Elected Role) 2017 – 2020
 - Wisconsin State Coordinator 2012 – 2017
 - Region 5 Conference Co-Host 2015
 - Presented at 7 national conferences, 4 regional conferences 2011 – 2015
- Sigma Pi Fraternity, Member/Advisor/Province Archon (Current)

SELECT SERVICE & COMMITTEE WORK

- Academic Staff Committee, Elected position 2019 - Current
- University Codification Committee, Elected position 2013 – 2015, 2018 – 2019
- Staff Development Committee Chair for entire Student Affairs Division 2016 – 2019
- Alpha Lambda Delta (First Year Honor Society) Advisor 2013 – 2018
- University Nominations Committee, Elected position 2015 – 2017

CHANDRA NOVOA

870 E. Birch Avenue, Whitefish Bay, WI 53217

(M) 312.933.9642 · chandra.novoa@gmail.com

SUMMARY

Experienced Program and Project Manager with 15+ years of experience in full life cycle implementation of complex technologies. Worked with global companies across a variety of industries as both a Big Five consulting manager and an executive for a boutique consulting firm. Strong project and personnel management skills with an ability to create, clarify, and communicate clear strategic goals with all stakeholder levels while leading projects to success.

SKILL EXPERTISE

Project and Program Dashboard Reporting and Metrics, Work Planning, Scope Mgmt, Risk/Issue Mgmt, Communication Planning, People Development, Business Case Development, Budget Mgmt, and more

TECHNICAL EXPERTISE

Siebel, BMC Remedy ITSM, SQL, MS Project, JIRA, Confluence

METHODOLOGIES

Scrum Master Certified, ADM, ITIL, Business Integration

PROFESSIONAL EXPERIENCE

DIRECT SUPPLY, *Milwaukee, WI*

2018– 2020

Senior Project Manager

- Managed a \$4-million dollar annual project for an external customer to provide new features and ongoing maintenance for OGM (Order Guide Management).
- Led a team of 8 developers through biweekly agile releases of useful features for multi-customer success.
- Prioritized stories and epics into long term road maps and detailed project plans with achievable schedules.

Career Break, *Focus on Family*

2014– 2018

VODORI, *Chicago, Illinois*

2013 – 2014

Senior Consulting Manager

- Managed a portfolio of complex digital marketing and document management projects for clients using agile development methods.
- Coached project consulting managers to improve the outcome of client projects.
- Established the delivery methodologies, standard deliverables and management metrics for proprietary digital marketing technology in all stages of projects.
- Developed Vodori's Consulting career architecture including the career path guide, level expectations, and responsibilities.

Career Break, *Focus on Family*

2011– 2013

ACCENTURE/ ANDERSEN CONSULTING, *Chicago, Illinois*

1999 – 2011

Manager in Accenture CIO 2005 -2011

Marketing Database, Brand, and Innovation Lead

- Led a \$4-million dollar portfolio of initiative and operations work for the Marketing and Communications Group.

- Guided several marketing business group technology initiatives. These initiatives varied from business case development to software deployment.

Call Center Capability Lead

- Independently managed \$1.3 million in operating cases and \$570K in initiatives cases with a 14 person US/India project team.
- Managed a Siebel (now Oracle CRM) application and a self-service portal with 6 cross organization stakeholders serving all Accenture employees.
- Influenced key stakeholders to develop strategic business cases to keep our product best serving our clients while minimizing long term maintenance costs.

BPO Work Queue Management (WQM): Product/Project Manager

- Managed a \$2 million, 14 person onshore/offshore (India) project team.
- Managed build initiative of incident/work queue management application to support a global business process outsourcing call center. This product was built on the BMC Remedy 7.0 platform and was delivered to multiple fortune 500 companies. Managed this project from conception through 2 years of production operations and multiple releases.

ATIS Siebel (now Oracle CRM): Product Manager

- Managed a 9 person onshore/offshore Siebel application development and operations team to support external infrastructure outsourcing clients. The application supported the call center agents to track and manage incidents and included a number of interfaces for telephony and server management integrations.

Accenture Consulting 1999 – 2004

- 5 years of experience as a traveling consultant. Trained in the methodologies and technologies to quickly become a top developer. Continued my progress through full life cycle development of large projects with fortune 500 companies and essential government branches as a team lead and left traveling consulting as a project manager.

EDUCATION

University of Illinois at Urbana-Champaign

Bachelor in Economics

~ Excellent References Furnished Upon Request ~

Andrew Garcia

6155 North Kent Avenue ■ Whitefish Bay, WI ■ Phone: 314-691-6555 ■ Email: Andrew.Garcia3@gmail.com

Experience

BROOKDALE SENIOR LIVING — MILWAUKEE, WI

Financial Reporting Manager, 2019 to Present

- Responsible for managing all aspects of the financial reporting including preparation, review, and distribution of internal and external financial reports and statements for \$3B+ organization
- Prepared presentations for the Board and Audit Committee highlighting the Agency's financial activity, reporting changes, and relevant analysis.
- Prepared consolidated balance sheets, profit and loss statements, and cash flow statements.
- Manage the preparation of work papers supporting SEC financial filings requirements including financial statements, footnote disclosures, MD&A.
- Enhanced and recommended improved internal controls for accounting and financial reporting.
- Maintained reporting procedures to comply with internal control requirements.

GRANT THORNTON, LLP — ST. LOUIS, MO

Business Development Executive, 2017 to 2019

- Led local marketing efforts within the St. Louis area
- Identified, qualified and pursued new opportunities at prospects and existing clients
- Developed account strategies and plans that best leverage firm's resources to meet the needs and issues of clients
- Worked with local service line leaders to maximize cross-selling opportunities

Audit Manager, 2013 to 2017

- Led audit engagements for manufacturing, retail and service firms, including SEC registrants, ranging in revenues from \$20.0 million to \$1 billion.
- Managed up to 12 professional staff on multiple engagements in a typical year.
- Managed budgets for multiple projects and analyzed engagement results to identify efficiencies for future projects.
- Prepared and reviewed consolidated financial statements, including international consolidations, identifying critical relationships and compliance with US GAAP.
- Researched and implemented various complex accounting issues and communicated results to client management.

Audit Associate and Senior Associate, 2009 to 2013

Education

INDIANA UNIVERSITY — BLOOMINGTON, IN

Bachelor of Science in Accounting and Finance, 6/2009

Activities/Hobbies

DESMET JESUIT HIGH SCHOOL ALUMNI BOARD — ST. LOUIS, MO

Class of 2005 Representative, 2009 to Present

ST. PATRICK CENTER — ST. LOUIS, MO

Young Friends Board, 2013 to 2019

Veterans Day 5K Board, 2016 to 2019



Village of Whitefish Bay
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217
Phone: 414-962-6690
Fax: 414-962-5651

Memorandum

To: Village Board

Cc: Paul Boening – Village Manager

From: Erin Granstrom, Deputy Clerk

Date: December 1, 2021

Re: 2022-2023 Election Inspectors

Background

Wisconsin State Statute §§ 7.30(4)(a), 7.30(6) requires that Election Inspectors be appointed for two year periods at a meeting held by the Village Board in December 2021. Below is a list of Election Inspectors for the 2022-2023 period. There are currently three to four elections in 2022 (three if no spring primary necessary and four if spring primary is required) and two elections in 2023.

Action Requested

To approve the Election Inspectors as listed

Denton Jones	Tom Williams	Robert Dorn
Riley Halpern	Jill Braasch	Don Lybeck
Laura Nankin	Victoria Samolyk	Cate Olson
Kathryn Valerius	Janet Concannon	Joli Dallosto
Jennifer Williams	Tom Williams	Robert Dall'osto
Kathleen Panak	Craig Kohler	Ellen Hing
Katheryn Corbin	Mary McPhail	Debra Jenkins
John Walloch	Anne Beale	Robert Elliott
Mary Lee Walloch	Angela Kattman	Joy Carter
Annette Robertson	Mary Janowiak	Don Lybeck
Nancy Balistreri	Alan Horowitz	Bruce Anderson
Alyce Bruno	Shirley Horowitz	Greg Ingram
Ted Fleagle	Pat Geiger	Katie Ratajczyk
Virginia Rose	Judy Bittner	Kandice Donnelly
Sandy Adland	Jennifer Williams	Meghan Hlavach
Alice Rozek	Marlene Jaglinski	Susan Moss
Susan Goeb	Richard Houge	Bryan Moss
Jeanne Fleagle	Patricia Roell	Megan Prekosovich
Joel Chetlain	Olivia Link	Katherine Magyera
Friedeirke Lemaitre Hoefener	Vera Tollefsen	Mike Braun
Pamela Elliott	Lanette Kagen	

Analysis

The above listed Election Inspectors have indicated that they are available and interested in working in the 2022-2023 Election cycle. Staff recommends approval of the Election Inspectors as presented.



Village of Whitefish Bay, Wisconsin
5300 N. Marlborough Drive
Whitefish Bay, Wisconsin 53217

Phone: 414-962-6690

To: Kevin Buckley, Village Board President and Village Board Trustees

From: John Edlebeck, Public Works Director *JES*
Pat McCarthy, Public Works Superintendent

Date: December 1, 2021

Re: FY2022 Winter Tree Pruning Contract

Each year the Whitefish Bay Public Works Department solicits bids and requests the Village Board approve the hiring of a private contractor to prune tall trees within the public street parkway and on public lands throughout the Village. This public tree pruning work has been completed in the past on a recommended 7-year cycle. The private contractor is hired to do the tallest and largest trees that our Village crews are unable to perform work on. Due to limited available Public Works Department staff and the cost of the vehicles and equipment necessary to reach the taller trees, the Village has found that this is a cost effective way of managing our urban forest. Village crews simultaneously do work in the same geographic area as the private contractor pruning the smaller public trees.

The Village received one bid on November 19, 2021 after inviting 6 qualified contractors to bid. A qualified bidder must have a "Certified Arborist" on its' staff and meet all listed liability insurance requirements.

BID RESULTS

2022	(1 bidder)		
		Crawford Tree and Landscape Services	\$193.43 per tree
2021	(2 bidders)		
		Crawford Tree and Landscape Services	\$74.75 per tree AWARDED
		M&M Tree Care	\$88.00 per tree
2020	(1 bidder)		
		First Choice Tree Care, Inc.	\$79.18 per tree AWARDED

As you can see above the 2022 submitted price per tree by Crawford Tree is substantially more than the submitted low bids in the previous 2 years. I have included an email response from Crawford Tree explaining the reason for their substantial 2022 price increase in their bid from previous year's submittals. I have also included an email from our tree consultant Wachtel regarding this matter.

The 2022 approved Village budget for tree trimming as a part of the Public Works Department General Fund is \$44,000.00. We typically are able to trim 500+/- trees on a 7 year cycle with this budgeted amount. This 7 cycle is recommended by Urban Forestry best management practices and is borne out by the practical tree management of our Public Works staff over the past 25 years. It also aligns with other Milwaukee area adjacent municipality's tree trimming frequencies.

Potential 2022 Tree Trimming Options

<u>Trees Trimmed</u>	<u>Price / tree</u>	<u>Amount</u>	<u>Additional 2022 Budget \$</u>	<u>Approximate Tree Trimming Cycle Length</u>
227	\$193.43	\$44,000.00	\$0.00	15
325	\$193.43	\$62,671.00	\$18,671.32	10
500	\$193.43	\$96,715.00	\$52,715.00	7 (current)

Crawford Tree has previously completed quality forestry related tree trimming projects for the Village of Whitefish Bay in 2015, 2018 and 2021.

Recommendation:

Award the 2022 Tree Pruning contract to Crawford Tree and Landscape Services for the bid unit price of **\$193.43 / tree.** Prune approximately 325 trees within the 2022 designated area, utilizing the entire 2022 budgeted amount of \$44,000.00 from Account # 88000-231, and approve an additional \$18,671.32 funded from other 2022 Public Works Department General Fund accounts.

Upon receipt of the 2023 submitted bid unit prices for tree trimming, the number of trees trimmed and the tree trimming cycle length will then be re-evaluated by Village Staff and the Village Board.

From: josephcrawford@crawfordtree.com <josephcrawford@crawfordtree.com>

Sent: Tuesday, November 30, 2021 9:16 AM

To: McCarthy, Patrick <P.McCarthy@wfbvillage.org>

Subject: RE: Automatic reply: Bids for Tree Pruning Project- Crawford Tree

Hi Pat,

Thanks for getting back to me. The price per tree we are bidding is \$193.43 per tree. I totally understand that our bid is substantially higher than it was last year and we were the contractor last year (this year's bid is just under 2.6x higher). If there's anything worth sharing with the village board:

We along with the rest of the tree care industry, and really any skilled labor industry, are seeing massive increases in the cost of labor, materials, fuel, taxes, etc. that have significantly increased the cost of doing business, and there's had to be changes in our pricing across the board for residential, commercial, and municipal clients. I think the fact that we're the only company that bid is also indicative of the challenges of companies being able to find qualified staff and keep up with their workload. The tree industry in SE Wisconsin is pretty small and we've heard from other companies that there's been major labor shortage issues which naturally is going to drive up the cost of labor, and limit the amount of companies that are even able to bid on these larger municipal projects. We've been fortunate to be able to retain our current staff and attract new ones throughout the COVID pandemic and many other economic challenges, but it's come with increased costs.

Our company's done this project 3 times before in 2015, 2018, and 2021, and we most certainly have the most accurate time data on what it takes to do this project over the past 6 years, and with that data we know what it will take cost-wise for our company to be able to take on the project in 2022 with our current staff and costs. I think the Village of Whitefish Bay to this point has received pretty excellent value for the amount of work performed in years past. While our bid this year might be an anomaly, regardless, the cost per tree will continue to rise and probably at a much steeper rate than it has over the past 8-10 years.

If it makes sense to do so, I could totally understand having to potentially reduce the scope of work for 2022 to keep the overall project cost within a certain budget range, but as I mentioned before, I think the cost of the pruning project will continue to increase at a more dramatic rate than in the past, so deferring some or all of the work in 2022 in hopes that future bids will be lower might not pan out.

Thanks Pat, we hope to do the entire project for the village and we're ready and able to do so this winter. I know you know the quality of our work, communication, and availability in previous years, so I hope that's factored into any decision the board makes, not just price.

Best Regards,

Joseph Crawford
ISA Certified Arborist® WI-1214A
TCIA Certified Treecare Safety Professional #1993

We'd Love Your Feedback! Leave us a review on Google: <https://g.page/r/CZ6oChgPwmsREAg/review>

Crawford Tree & Landscape Services, Inc.
8760 W. Calumet Rd. Milwaukee, WI 53224
Office: (414) 354-4639
Cell: (414) 897-6299

From: Nathan Schuettpelz - Wachtel Tree Science <NateS@wachteltree.com>
Sent: Wednesday, December 1, 2021 2:14 PM
To: McCarthy, Patrick <P.McCarthy@wfbvillage.org>
Cc: John Gall - Wachtel Tree Science <JGall@wachteltree.com>
Subject: WFB Pruning Proposal Recommendation

Good afternoon Pat,

I was able to touch base with John today and we agree on the following recommendation that you can include in your reporting:

We recommend the Village of Whitefish Bay accept the recently proposed unit pricing for pruning trees that was provided by Crawford Tree. To stay within the annual budget, we recommend the Village reduce the overall number of trees that will be pruned this cycle.

Yes, there is a significant increase in pricing this year and there are few responses to this RFP. We believe this reflects the current trends in the arboricultural industry of extended backlogs and staff shortages. Tree care companies are struggling to provide timely service to existing clients and are being forced to propose increased rates to new service requests. We do not believe that rejecting the current bid and re-advertising the pruning RFP will result in proposals that are more favorable to the Village. As such, we do not recommend the Village reject the current proposal. Our concern is that this would defer crucial regular maintenance of Village trees.

The Village is currently on a 7 year pruning cycle, i.e.- Village trees are pruned once every 7 years. Urban forestry best management practices recommend that municipal trees are pruned on a 5-8 year cycle. Adhering to a regular maintenance program ensures that trees are pruned to enhance public safety and trees end up with better overall structure. Clearance is maintained to roadways, sidewalks, and sight lines, deadwood is removed, and strong central tree trunks are promoted through training pruning cuts. The 7 year cycle is a good compromise that meets best management practices and Village budget needs. The Village may need to re-assess annual forestry budgets to meet potentially increasing costs in 2022.

Pat, let me know if this works for you. Feel free to revise as you see fit.

Nate

Nathan Schuettpelz, RCA # 732
Consulting Department Manager
ISA Certified Arborist Municipal Specialist WI-0887AM, TRAQ

Wachtel Tree Science
Office: 262-538-1900
Mobile: 262-337-3984
Fax: 262-538-1412
nates@wachteltree.com



VILLAGE BOARD STAFF REPORT

REPORT TO: President Buckley and the Village Board of Trustees
Paul Boening – Village Manager

REPORT FROM: Tim Blakeslee – Assistant Village Manager

DATE: November 30, 2021

AGENDA ITEM: Discussion/action on cloud backup options.

ACTION REQUESTED: Ordinance Resolution Motion

BACKGROUND

On Saturday, July 31, 2021, the Village of Whitefish Bay was targeted in a malicious and sophisticated cyber security attack. Our IT team was alerted to an unauthorized intrusion and immediately took Village systems offline and activated cyber threat protocol. After several days, the Village successfully restored from backups and was fully operational for day-to-day staff and residents. Following the incident, there was about 1 month of miscellaneous IT related work to get all systems back to 100% function. On September 20, 2021, the Village Board authorized the following series of IT upgrades to prevent future attacks and expedite system restoration should another attack occur:

- Piggybacking on the Police Department next-gen firewall. Status: Completed
- Upgraded Antivirus and Spamfiltering. Status: Completed
- Faster internet connection from 100MB to 200MB (to facilitate cloud backups). Status: Completed
- Full daily cloud backup via Microsoft Azure: Status: Not feasible with current setup, another cloud backup option is required.

In October, Staff followed up with IT consultant Mike Armstrong who noted that he had further conversations and undergone testing with Microsoft Azure. This testing revealed that the size of our daily backups would be too large to facilitate in a reasonable manner (approximately 7 days for 1 backup) even with the internet speed increase. Microsoft Azure had provided incorrect information regarding upload speed to Mike Armstrong which caused the misunderstanding.

Staff asked Mike Armstrong to provide an updated list of options and costs along with a preferred recommendation for cloud backup options:

- (Preferred Recommendation) Synology Flash NAS with Synology Cloud Storage - \$31,000.00 (equipment cost, plus three years of backup), then \$4,200.00 each year after three years.

- Barracuda Backup Appliance and Barracuda Cloud Storage - \$63,000.00 (equipment cost, plus three years of backup), then \$15,000.00 each year after.
- Spectrum Internet Speed Increase to 1GB from 200MB. One-time \$2,800.00 hardware fee then ~\$1,000.00 increase per month (~\$12,000 per year increase). With this option the Village could continue with Microsoft Azure backups at \$3,400 per year.
- Iron Mountain, in person, weekly, pickup of tapes and off-site storage. \$500.00 per month. This option does not allow immediate access to backups and tape backups are already held in a fireproof safe.

As noted above, the preferred recommendation from IT consultant Mike Armstrong is a Synology Flash NAS (Network Attached Storage) with upload to Synology Cloud Storage. This option has high speed network communications with the local servers. It maintains several local backup copies and then transfers a copy into the Synology Cloud. Unlike the Microsoft Azure option, it allows for maintaining a “trickle” cloud backup which only updates the files that change on a daily basis. This requires far less time and internet capacity than an entire daily cloud backup. The Village will still use the HPE LTO tape library as a dual backup strategy. This capital cost of the system and initial yearly costs will be covered by recovery act funds via the lost revenue category that allows for upgrades for cyber security.

RECOMMENDED ACTION BY VILLAGE BOARD

I move for staff to proceed with Synology Flash NAS with Synology Cloud Storage option using ARPA funds as presented.

C: Department Heads
Attorney Jaekels