



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
June 27, 2024
Village Board Room, 6:00pm

MEETING AGENDA

PLEASE TAKE NOTICE that a meeting of the Bayside Village Board will be held at the Village Hall of the Village of Bayside, 9075 N. Regent Road, Bayside, Wisconsin in addition to virtually. Public can access this meeting of the Village Board by phone or by computer. The phone number is: **+1 312 626 6799**. The Zoom Meeting code is: **833 4299 1635** and the Passcode is: **154725**. Persons desiring to speak in the remote format during Agenda Item III, Citizens, and Delegations, should register twenty-four hours in advance by calling (414) 206-3915. The following items of business will be discussed and possibly acted upon:

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

Open to any citizen who wishes to speak. 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.

IV. CONSENT AGENDA

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

Approval of:

- A. Board of Trustees meeting minutes for May 16, 2024.
- B. May 2024 Financial Statement.
- C. Summary of Disbursements for May 10, 2024, through June 5, 2024, in the amount of \$606,694.92
- D. May 2024 Community Impact Report.
- E. 2024 Community Development Block Grant Award in the amount of \$5,998.
- F. Application for Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor requests from Sendiks Bayside, LLC., 340 W Brown Deer Road and Otto's Bayside Wine and Spirits, 8850 N Port Washington Road.
- G. Application for Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor requests from Natural Events Inc., 1111 E Brown Deer Road and Ginza II Fox Point, Inc., 333 W Brown Deer Road, Suite O.
- H. 2024 Wisconsin Department of Natural Resources Recycling Grant in the amount of \$25,754.32.
- I. Engagement Letter with Baker Tilly US, LLP.
- J. Resolution 24-11, A Resolution to amend the 2024 Annual Program Budget.
- K. Appointment of Amy McWilliam to the Board of Zoning Appeals (2nd Alternate) and Public Safety Committee (1st Alternate).
- L. 2022 Government Finance Officers Association Award for Outstanding Achievement in Popular Annual Financial Reporting.
- M. 2022 Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.
- N. 2024 Government Finance Officers Association Distinguished Budget Presentation Award.
- O. Resolution 24-12, A Resolution regarding the Wisconsin Department of Natural Resources NR 208, 2024 Compliance Maintenance Annual Report.
- P. Ordinance 24-756, An Ordinance to Create Section 47-41 in Regard to One-Way Streets.
- Q. Resolution 24-13, A Resolution Amending Resolution 24-07 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

- R. Police Department Standard Operating Procedures Chapters 1-3.
- S. Discussion/action on May 2024 Communications Center Report.
- T. Discussion/action on May 2024 Police Department Report.
- U. Discussion/action on May 2024 Department of Public Works Report.
- V. Discussion/action on May 2024 Administrative Services Report.

V. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

- 1. Public Safety Committee**
 - a. Ceremonial Oath of Office and Swearing In of Police Lieutenant Robert Salazar and Police Officer Jeremy Franke.
- 2. Public Works Committee**
 - a. Update on 2024 Capital Projects.
- 3. Finance & Administration Committee**
 - a. Discussion/action on Ordinance 24-757, An Ordinance to Reserve ARTICLE V Sections 26-109 through 26-119, to Establish ARTICLE VI Sections 26-120 and 121, and to amend Section 125-101 of the Municipal Code with Regard to Tourist Rooming Houses.

II. VILLAGE PRESIDENT'S REPORT

III. VILLAGE MANAGER'S REPORT

IV. VILLAGE ATTORNEY'S REPORT

V. MOTION TO ADJOURN TO CLOSED SESSION

- A. 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. (Notice of Claim: Parcel No. 020-9980-0007)

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

- A. Action on items in closed session.

VII. ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact Village Hall at 414-206-3915. It is possible that members of and possibly a quorum of members of other Boards, Commissions, or Committees of the Village may be in attendance in the above stated meeting to gather information; no action will be taken by any other Boards, Commissions, or Committees of the Village except by the Board, Commission, or Committee noticed above. Agendas and minutes are available on the Village website (www.baysidewi.gov)



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
June 27, 2024
Village Board Room, 6:00pm

SUPPLEMENTAL AGENDA NOTES

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. CITIZENS AND DELEGATIONS
- IV. CONSENT AGENDA

Approval of:

- A. Board of Trustees meeting minutes for May 16, 2024.
- B. May 2024 Financial Statement.
- C. Summary of Disbursements for May 10, 2024, through June 5, 2024, in the amount of \$606,694.92
- D. May 2024 Community Impact Report.

Included in the packet is the May 2024 Community Impact Report. Of significant note, Access Bayside requests are completed within 3.8 days on average. **Approval is recommended.**

- E. 2024 Community Development Block Grant Award in the amount of \$5,998.

The Community Development Block Grant funds allow the Village to pay for and support the LX Club Coordinator. **Approval is recommended.**

- F. Application for Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor requests from Sendiks Bayside, LLC., 340 W Brown Deer Road and Otto's Bayside Wine and Spirits, 8850 N Port Washington Road.
- G. Application for Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor requests from Natural Events Inc., 1111 E Brown Deer Road and Ginza II Fox Point, Inc., 333 W Brown Deer Road, Suite O.

Each application has been reviewed and approved by the Police Department and North Shore Fire/Rescue. **Approval is recommended.**

- H. 2024 Wisconsin Department of Natural Resources Recycling Grant in the amount of \$25,754.32.

Recycling grant awards are made to responsible units for residential recycling and yard waste program costs that are reasonable and necessary for planning and operating an effective recycling program. The Village's allocation for 2024 will be \$25,754.32. The Village has received this grant for over 20 years. **Approval is recommended.**

- I. Engagement Letter with Baker Tilly US, LLP.

The Village's previous agreement with Baker Tilly for auditing services concluded with the year ending December 31, 2023. The attached engagement letter includes auditing services for 2024 through 2028. The agreement provides a similar scope of services with inflationary increases annually over the duration of the agreement. **Approval is recommended.**

J. **Resolution 24-11, A Resolution to amend the 2024 Annual Program Budget.**

The proposed amendment includes 2023 year-end allocation in compliance with the Village's fund balance policy as well as allocating monies for uncompleted projects in 2023 that will have carry-over expenses in 2024. **Approval is recommended.**

K. **Appointment of Amy McWilliam to the Board of Zoning Appeals (2nd Alternate) and Public Safety Committee (1st Alternate).**

L. **2022 Government Finance Officers Association Award for Outstanding Achievement in Popular Annual Financial Reporting.**

This is the first year the Village has submitted for the award. The Popular Annual Financial Report is designed to communicate information from the annual comprehensive financial report in a readily accessible and easily understandable document for the general public. By receiving this award, and in conjunction with the Certificate of Achievement in Financial Reporting and Distinguished Budget Presentation Award, the Village has been recognized as a GFOA Triple Crown Winner. **Approval is recommended.**

M. **2022 Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.**

This marks the thirteenth year that the Village has been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. **Approval is recommended.**

N. **2024 Government Finance Officers Association Distinguished Budget Presentation Award.**

This marks the seventeenth year the Village has been awarded the Government Finance Officers Association Distinguished Budget Presentation Award. **Approval is recommended.**

O. **Resolution 24-12, A Resolution regarding the Wisconsin Department of Natural Resources NR 208, 2024 Compliance Maintenance Annual Report.**

Under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources, the Village is required to file a Compliance Maintenance Annual Report for its wastewater treatment/wastewater collection system. The Village received the highest grade of A.

As a member of MMSD, Village compliance requires an annual update to our Capacity, Management, Operation, and Maintenance (CMOM) Plan. **Approval is recommended.**

P. **Ordinance 24-756, An Ordinance to Create Section 47-41 in Regard to One-Way Streets.**

The proposed ordinance designates East Standish Place from Bayside Middle School to North Pelham Parkway as a one-way street with traffic exiting the Middle School property only. This change comes as part of the approval of the new Bayside Middle School site traffic management plan as recommended by the Village Engineer, Department of Public Works, and Police Department. **Approval is recommended.**

Q. **Resolution 24-13, A Resolution Amending Resolution 24-07 revising the fee schedule as referenced by the Village of Bayside Municipal Code.**

The proposed amendment to the Fee Schedule includes the addition of a Tourist Home Registration fee. **Approval is recommended.**

R. **Police Department Standard Operating Procedures Chapters 1-3.**

Included in the packet are Standard Operating Procedures Chapters 1-3. The updates are housekeeping in nature. **Approval is recommended.**

S. **Discussion/action on May 2024 Communications Center Report.**

Included in the packet is the May 2024 Communications Center Report. Of significant note, staff met with Priority Dispatch to review Emergency Medical Dispatch calls and get updates to protocols for staff. **Approval is recommended.**

T. **Discussion/action on May 2024 Police Department Report.**

Included in the packet is the May 2024 Police Department Report. Of significant note, the Department celebrated National Police Week and participated in School Safety Week and Stormonth Elementary School. **Approval is recommended.**

U. **Discussion/action on May 2024 Department of Public Works Report.**

Included in the packet is the May 2024 Department of Public Works Report. Of significant note, the second annual myCrew Night was held with nearly double the attendees from last year. The Department also celebrated National Public Works Week. **Approval is recommended.**

V. **Discussion/action on May 2024 Administrative Services Report.**

Included in the packet is the May 2024 Administrative Services Report. Of significant note, the Annual Comprehensive Financial Report for the year ending December 31, 2023, was submitted to GFOA for award. **Approval is recommended.**

V. **BUSINESS AGENDA**

A. **COMMITTEE AND COMMISSION REPORTS**

1. **Public Safety Committee**

a. **Ceremonial Oath of Office and Swearing In of Police Lieutenant Robert Salazar and Police Officer Jeremy Franke.**

Robert Salazar joined the Bayside Police Department as a Police Lieutenant on Monday, June 10. Lieutenant Salazar has prior experience with the Algonquin Police Department. Welcome Robert! Jeremy Franke joined the Bayside Police Department as a Police Officer on Monday, June 10. Officer Franke has prior experience with the Milwaukee County Sheriff's Office. Welcome Jeremy!

2. **Public Works Committee**

a. **Update on 2024 Capital Projects.**

- *North Port Washington Road Landscaping*

The Village is currently completing a landscape restoration project along the newly constructed I-43 sound wall along North Port Washington Road near Laramie Lane. The project includes arborvitae and serviceberry trees, a stone wall planter bed, flowers and grasses, and the installation of the Village of Bayside sign. The project is anticipated to be completed this month.

- *2024 Road Project*

The 2024 Road Project area includes North Regent Road from the south termini at the Village of Fox Point to Fairy Chasm Road, North Tennyson Drive from East Fairy Chasm Road to East Bay Point Road, and East Bay Point Road

from North Tennyson Drive to the east termini.

The Village is currently addressing stormwater infrastructure, ditches, and culverts, including replacing driveway culverts and Village cross culverts. After culvert replacements and ditching are completed, the project area and streets will be milled, graded, and repaved. The project is anticipated to be completed prior to Labor Day.

- *East Side Sanitary Sewer Relief Project*

In the summer of 2023, the East Bayside Sanitary Sewer Relief Project was completed, consisting of the development of a new sanitary sewer relief system for the area bounded by East Bay Point Road to the north, North Bayside Drive to the east, East Hermitage Road to the south, and North Lake Drive to the west.

Temporary street resurfacing was completed in 2023 to allow for settling. Final repaving of the effected roads, North Lake Drive from East Manor Circle to East Fairy Chasm and East Fairy Chasm Road from North Lake Drive to North Tennyson Drive is being combined with the 2024 road project to avoid damages. The project will be completed by the end of August, weather and contractor dependent.

- *MMSD Private Property Infiltration & Inflow Reduction Program*

The Milwaukee Metropolitan Sewerage District PPII Reduction project is a program to allow MMSD to rehabilitate the area near the Bay Point lift station and other properties identified in the Village, funded through grant monies. MMSD will engineer, project manage, and rehabilitate the identified property's laterals. This project will help reduce the chance of basement backups for the entire neighborhood as well as assist with reducing flows contributing to the Bayside East Side Sanitary Sewer Relief.

Through investigative work, MMSD has identified 11 properties that qualify for rehabilitation. These properties will undergo work that includes lateral rehabilitations, installation of sump pumps, abandonment of palmer valves, disconnection of downspouts, and grouting of laterals. Project bids are due back in June. The work is anticipated to begin beginning in fall.

- *Advanced Warning Crosswalk System Replacement*

The Village will be replacing Advanced Warning Crosswalk Systems at two intersections: Brown Deer Road and Regent Road, and Brown Deer Road and Pelham Parkway. The purpose of the project is to prioritize and enhance pedestrian safety and road crossing experiences. These advanced systems will replace outdated crosswalk infrastructure while introducing additional early warning signs. With heightened visibility and proactive signs, our new crosswalks will aid in safer road crossings, safeguarding pedestrians, and motorists alike.

The Village applied for and received a competitive grant that will aid in funding the project costs. The Village recently received state approval for the procurement of the crosswalk systems. The estimated installation and completion of this project is the middle of August.

3. Finance & Administration Committee

a. Discussion/action on Ordinance 24-757, An Ordinance to Reserve ARTICLE V Sections 26-109 through 26-119, to Establish ARTICLE VI Sections 26-120 and 121, and to amend Section 125-101 of the Municipal Code with Regard to Tourist Rooming Houses.

Tourist rooming houses, such as AirBnBs and Vrbo vacation rentals, are currently prohibited home occupations in the Village. The proposed ordinance puts the Village in compliance with Wisconsin Statute 66.1014 which states that municipalities cannot prohibit short-term rentals for defined periods of time. The statute provides limited flexibility to add conditions for properties with regard to tourist homes. The proposed ordinance defines tourist rooming houses, would allow for tourist rooming houses to be rented for periods of more than 6 days but no more than 30 consecutive days, and outlines the process for a property to be registered as such. Each property would be required to comply with property operational requirements including but not limited to parking, site appearance, and neighborhood impacts. Included is additional information from the League of Wisconsin Municipalities.

Approval is recommended.

II. VILLAGE PRESIDENT'S REPORT

III. VILLAGE MANAGER'S REPORT

IV. VILLAGE ATTORNEY'S REPORT

V. MOTION TO ADJOURN TO CLOSED SESSION

- A. 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. (Notice of Claim: Parcel No. 020-9980-0007)

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

- A. Action on items in closed session.

VII. ADJOURNMENT



Village of Bayside
9075 N Regent Road
Board of Trustees Meeting
May 16, 2024
Village Board Room, 6:00 p.m.

MEETING MINUTES

I. CALL TO ORDER AND ROLL CALL

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

ROLL CALL

President: Eido Walny
Trustees: Mike Barth
Elizabeth Levins – Excused
Kelly Marrazza – Excused
Ben Minkin
Bob Rudman
Margaret Zitzer

Also Present: Village Manager Andy Pederson (Attended via Zoom)
Assistant Village Manager Leah Hofer
Administrative Services Director Rachel Safstrom
Operations Superintendent Shane Albers
Village Attorney Chris Jaekels
Police Chief Thomas Liebenthal
Communications Center Director Liane Scharnott
Deputy Clerk/Treasurer Nicole Maurer
2 members of the public

II. PLEDGE OF ALLEGIANCE

III. CITIZENS AND DELEGATIONS

A. Introduction of and update from Milwaukee County Supervisor Anne O'Connor.

Anne O'Connor, newly elected Milwaukee County Supervisor for District 1, introduced herself and provided an overview of her role as County Supervisor.

Gerry Feldman – 133 E Glencoe Place.

IV. PUBLIC HEARING

A. The adoption of the Wisconsin Department of Natural Resources Floodplain Ordinance.

The public hearing to consider the adoption of the Wisconsin Department of Natural Resources Floodplain Ordinance was held. There were no members of the public present for comment. The public hearing was closed at 6:07 p.m.

V. CONSENT AGENDA

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

Approval of:

- A. Board of Trustees meeting minutes for April 18, 2024.
- B. April 2024 Financial Statement.
- C. April 2024 Community Impact Report.
- D. April 2024 Administrative Services Report.
- E. April 2024 Department of Public Works Report.
- F. April 2024 Communications Center Report.
- G. April 2024 Police Department Report.
- H. Acceptance of 2023 Village Audit.
- I. Resolution 24-09, A Resolution for the Dedication of Land on Port Washington Road.
- J. Resolution 24-10, A Resolution to Authorize the Sale and Consumption of Fermented Malt Beverages in Village Parks Under Section 125.06(6) Wis. Stats.
- K. Summary of Disbursements for April 11, 2024, through May 9, 2024, in the amount of \$541,914.79.
- L. 2025 Village Budget Schedule and Guidelines.

Motion by Trustee Barth, seconded by Trustee Minkin, to approve: Board of Trustees meeting minutes for April 18, 2024; April 2024 Financial Statement; April 2024 Community Impact Report; April 2024 Administrative Services Report; April 2024 Department of Public Works Report; April 2024 Communications Center Report; April 2024 Police Department Report; Acceptance of 2023 Village Audit; Resolution 24-09, A Resolution for the Dedication of Land on Port Washington Road; Resolution 24-10, A Resolution to Authorize the Sale and Consumption of Fermented Malt Beverages in Village Parks Under Section 125.06(6) Wis. Stats.; Summary of Disbursements for April 11, 2024, through May 9, 2024 in the amount of \$541,914.79; and 2025 Village Budget Schedule and Guidelines. Motion carried unanimously.

VI. BUSINESS AGENDA

A. COMMITTEE AND COMMISSION REPORTS

1. Public Works Committee

- a. Discussion/action on Ordinance 24-755, An Ordinance to Amend Section 110-1 of the Municipal Code with Regard to Floodplain ordinance adopted by reference.

Assistant Manager Hofer provided a brief overview Ordinance 24-775. The ordinance was last updated in 2008. Ozaukee County is updating their floodplain ordinance and Milwaukee County will be doing so shortly. The proposed ordinance is based on a model ordinance provided by the Wisconsin Department of Natural Resources.

Motion by Trustee Zitzer, seconded by Trustee Barth, to adopt Ordinance 24-755, An Ordinance to Amend Section 110-1 of the Municipal Code with Regard to Floodplain adopted by reference. Motion carried unanimously.

2. Board of Zoning Appeals

- a. Discussion/action on the request for a special exception by John and Mary Domjen for a garage at the property located at 725 E Wahner Place, contrary to Section 125-3(e)(1) with regard to accessory structures.

Assistant Manager Hofer provided a brief overview of request for a special exception for a garage at the property located at 725 E Wahner Place. Village Code only allows for a detached or attached garage. The property has an attached garage, and the owners would like to add a detached garage. The layout of the property does not allow for a detached garage.

Motion by Trustee Barth, seconded by Trustee Zitzer, to approve the special exception for a garage at the property located at 725 E Wahner Place. Motion carried unanimously.

VII. VILLAGE PRESIDENT'S REPORT

President Walny spoke on new upcoming events in Bayside, including the myWheels Car Show, Youth Citizens Academy, and myCrew night.

VIII. VILLAGE MANAGER'S REPORT

No report.

IX. VILLAGE ATTORNEY'S REPORT

No report.

X. MOTION TO ADJOURN TO CLOSED SESSION

Motion by Trustee Barth, seconded by Trustee Rudman, 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 (Teamsters Local 200 Police Union Negotiations, Police Department). Motion carried unanimously.

A closed session of approximately 31 minutes was held in which the Village Board discussed the side letter to the police union agreement.

XI. MOTION TO RECONVENE IN OPEN SESSION PURSUANT TO SECTION 19.85 (2)

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

ACTION ON SIDE LETTER

Motion by Trustee Zitzer, seconded by Trustee Minkin, to approve the side letter. Motion carried unanimously.

XII. ADJOURNMENT

Motion by Trustee Barth, seconded by Trustee Minkin, to adjourn the meeting at 6:44 p.m.

Hello neighbors,

I'm Gerry Feldman of 133 East Glencoe Place, and I am here tonight to address a matter of great importance to our community—the future of our local library and the transparency of its funding.

Over a year has passed without an update on the fundraising efforts for the OneNorth library. The silence from our elected officials is deafening, and it raises questions about the viability of the plan and their commitment to keeping us informed.

Time is of the essence, as three months from now, the North Shore Library is set to give up its \$1 per year lease, in exchange for a staggering annual lease of nearly \$300,000 per year. The burden of this cost looms over us, yet we remain in the dark about how it will be managed.

It appears that our library has been sacrificed for the benefit of affluent developers, facilitated by a misuse of the TIF law. The so-called donation of a dark shell is, in reality, a taxpayer-funded subsidy. The TID arrangement exempts OneNorth from property assessment increases for 22 years, shifting the financial burden onto the rest of us. Meanwhile, the tearing down of buildings led to a revenue drop of approximately 9%, a loss that falls on our shoulders. When the new buildings are built, the developer's taxes don't increase at all.

The justification for these long-term tax hikes is questionable at best. The claim that the entire area requires rehabilitation does not hold up when most of it is functioning well and maintaining its value. Only a fraction of the area is eligible for Tax Increment Funding, and much of that has been vacant for years.

The lack of transparency surrounding the OneNorth deal undermines the trust that is essential to our community. If the full details were known, it is doubtful that the people of Bayside would support such a plan. The absence of any mention of a library in the project plan, especially considering the financial implications, is particularly troubling.

Efforts to seek clarity and challenge the prevailing narrative are met with resistance and censorship. My personal experiences on Nextdoor, where my posts have been repeatedly removed and my account suspended, only to be reinstated by customer service, are a testament to the suppression of dissenting voices.

The silence that has met my previous appeals speaks volumes. I have raised numerous issues, from the manipulation of public discourse to the lack of democratic process in the OneNorth project, and the betrayal of public trust for the benefit of a select few. The failure to address these concerns publicly reflects a disregard for the community's demand for transparency, accountability, and responsible governance.

I urge you, Trustees, to consider the weight of your responsibilities. You are tasked with serving the people's best interests, protecting their rights, and governing with their consent. When faced with legitimate inquiries about your stewardship, it is your duty to provide answers.

The residents of Bayside deserve to know why they are subjected to 22 years of increased taxes, why meetings are scheduled at inconvenient times, and why public input is ignored when legitimate concerns about project plans are raised. True leadership stands up to scrutiny; it does not hide from it.

As we gather here today, let us remember that the foundation of our democracy is built on trust, integrity, and open communication. It is time for answers, for transparency, and for actions that reflect the collective will of our community.

Thank you for your dedication to our community, and I look forward to your responsive and responsible leadership.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Revenues						
TAXES						
10-0000-41100	PROPERTY TAXES	3,335,297.00	2,543,599.45	0.00	791,697.55	76.26
10-0000-41300	INTEREST ON DELINQUENT TAXES	14,000.00	10,250.83	1,301.97	3,749.17	73.22
10-0000-41500	PAYMENT IN LIEU OF TAXES	48,975.00	15,192.38	0.00	33,782.62	31.02
	TAXES	<u>3,398,272.00</u>	<u>2,569,042.66</u>	<u>1,301.97</u>	<u>829,229.34</u>	<u>75.60</u>
INTERGOVERNMENTAL						
10-0000-43210	COMMUNITY DEVELOPMENT BLOCK GR	5,598.00	1,000.00	0.00	4,598.00	17.86
10-0000-43225	PUBLIC SAFETY COMMUNICATION AD	106,006.00	106,006.00	0.00	0.00	100.00
10-0000-43235	NORTH SHORE LIBRARY REVENUE	20,052.00	20,052.00	0.00	0.00	100.00
10-0000-43240	TID ADMINISTRATION	15,000.00	15,000.00	0.00	0.00	100.00
10-0000-43410	STATE SHARED REVENUES	165,124.00	0.00	0.00	165,124.00	0.00
10-0000-43415	VIDEO SERVICE PROVIDER AID	14,470.00	0.00	0.00	14,470.00	0.00
10-0000-43510	RECYCLING GRANT	25,717.00	25,754.32	25,754.32	(37.32)	100.15
10-0000-43523	PUBLIC SAFETY GRANT	17,062.00	5,966.01	2,008.92	11,095.99	34.97
10-0000-43530	EXEMPT COMPUTER AID	15,160.00	0.00	0.00	15,160.00	0.00
10-0000-43535	PERSONAL PROPERTY AID	1,738.00	1,737.78	1,737.78	0.22	99.99
10-0000-43540	STATE TRANSPORTATION AIDS	342,564.00	171,307.38	0.00	171,256.62	50.01
10-0000-43545	ST 32 HIGHWAY AIDS	20,701.00	12,118.70	0.00	8,582.30	58.54
10-0000-43555	INTERGOVERNMENTAL GRANT	5,600.00	4,124.12	0.00	1,475.88	73.65
10-0000-43600	EXPENDITURE RESTRAINT	52,093.00	0.00	0.00	52,093.00	0.00
10-0000-48215	INTERGOVERNMENTAL REVENUE	27,450.00	0.00	0.00	27,450.00	0.00
	INTERGOVERNMENTAL	<u>834,335.00</u>	<u>363,066.31</u>	<u>29,501.02</u>	<u>471,268.69</u>	<u>43.52</u>
LICENSES & PERMITS						
10-0000-44100	OPERATORS LICENSE	1,500.00	550.00	275.00	950.00	36.67
10-0000-44120	LIQUOR LICENSE	3,000.00	2,510.00	600.00	490.00	83.67
10-0000-44140	CIGARETTE LICENSE	300.00	300.00	0.00	0.00	100.00
10-0000-44220	ANIMAL LICENSES	1,400.00	896.76	24.00	503.24	64.05
10-0000-44300	CABLE FRANCHISE FEES	56,000.00	12,603.52	9,721.25	43,396.48	22.51
10-0000-44415	ARC APPLICATION FEES	4,000.00	2,500.00	525.00	1,500.00	62.50
10-0000-44420	OCCUPANCY PERMITS	1,800.00	775.00	175.00	1,025.00	43.06
10-0000-44435	TRANSIENT MERCHANT PERMIT	500.00	0.00	0.00	500.00	0.00
10-0000-44460	BUILDING PERMITS	95,000.00	69,332.76	24,631.92	25,667.24	72.98
10-0000-44480	VACANT PROPERTY FEE	500.00	0.00	0.00	500.00	0.00
10-0000-44495	EXCAVATION/RIGHT OF WAY/PRIVLE	10,000.00	10,550.00	4,150.00	(550.00)	105.50
10-0000-44530	RUMMAGE SALE PERMITS	150.00	110.00	45.00	40.00	73.33
10-0000-44535	DUMPSTER PERMITS	4,000.00	2,220.00	570.00	1,780.00	55.50
10-0000-44540	SIGN PERMITS	500.00	920.00	0.00	(420.00)	184.00
10-0000-44550	CONDITIONAL USE APPLICATION	600.00	0.00	0.00	600.00	0.00
10-0000-44555	BOARD OF ZONING APPEALS FEES	500.00	1,500.00	0.00	(1,000.00)	300.00
10-0000-44570	SPECIAL EVENT PERMITS	50.00	0.00	0.00	50.00	0.00
	LICENSES & PERMITS	<u>179,800.00</u>	<u>104,768.04</u>	<u>40,717.17</u>	<u>75,031.96</u>	<u>58.27</u>
FINES & FORFEITURES						
10-0000-45100	FINES & FORFEITURES-NSMC	37,500.00	15,872.97	5,923.05	21,627.03	42.33
10-0000-45105	FINES & FORFEITURES-BAYSIDE SD	3,360.00	2,349.17	1,007.23	1,010.83	69.92
10-0000-45125	NOTARY/FINGER	50.00	125.00	0.00	(75.00)	250.00
	FINES & FORFEITURES	<u>40,910.00</u>	<u>18,347.14</u>	<u>6,930.28</u>	<u>22,562.86</u>	<u>44.85</u>

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Revenues						
PUBLIC CHARGES FOR SERVIC						
10-00000-46110	PROPERTY STATUS REVENUE	2,500.00	825.00	150.00	1,675.00	33.00
10-00000-46120	PUBLICATION FEES	200.00	200.00	50.00	0.00	100.00
10-00000-46125	PROFESSIONAL SERVICE INVOICING	10,000.00	8,883.95	1,760.10	1,116.05	88.84
10-00000-46130	DATA SALES	200.00	25.00	0.00	175.00	12.50
10-00000-46310	SPECIAL PICKUPS	8,500.00	4,538.30	800.00	3,961.70	53.39
10-00000-46315	MULCH DELIVERIES	6,000.00	3,485.00	1,630.00	2,515.00	58.08
10-00000-46330	WELL PERMIT/ABANDONMENT FEES	675.00	450.00	75.00	225.00	66.67
10-00000-46400	EQUIPMENT RENTAL- SEWER FUND	21,200.00	21,200.00	0.00	0.00	100.00
10-00000-46415	EQUIPMENT RENTAL- STORMWATER F	21,200.00	21,200.00	0.00	0.00	100.00
10-00000-46710	PARK FACILITY RENTAL & PROGRAM	1,200.00	4,267.74	1,348.00	(3,067.74)	355.65
10-00000-46715	PUBLIC WORKS SERVICE REVENUE	19,100.00	8,802.11	205.00	10,297.89	46.08
	PUBLIC CHARGES FOR SERVIC	90,775.00	73,877.10	6,018.10	16,897.90	81.38
MISC REVENUE						
10-00000-46740	COMMUNITY EVENT DONATIONS	0.00	15.00	15.00	(15.00)	100.00
10-00000-48100	INTEREST	75,000.00	338,982.12	58,765.78	(263,982.12)	451.98
10-00000-48120	REALIZED/UNREALIZED GAIN/LOSS	0.00	(54,218.90)	(47,426.51)	54,218.90	100.00
10-00000-48200	MISCELLANEOUS REVENUE	500.00	5,249.88	0.00	(4,749.88)	1,049.98
10-00000-48210	COPIES	750.00	430.98	122.21	319.02	57.46
10-00000-48220	FALSE ALARM FEES	1,400.00	5,191.00	1,441.00	(3,791.00)	370.79
10-00000-48230	RECYCLING PROCEEDS	1,000.00	625.22	56.43	374.78	62.52
10-00000-48240	CREDIT CARD REVENUE	7,000.00	4,927.94	3,019.89	2,072.06	70.40
10-00000-48260	INSURANCE AWARDS/DIVIDENDS	5,975.00	8,848.00	0.00	(2,873.00)	148.08
10-00000-48310	EQUIPMENT SALE PROCEEDS	1,000.00	0.00	0.00	1,000.00	0.00
10-00000-48500	DONATIONS	8,000.00	10,002.63	3,500.00	(2,002.63)	125.03
	MISC REVENUE	100,625.00	320,053.87	19,493.80	(219,428.87)	318.07
	Revenues	4,644,717.00	3,449,155.12	103,962.34	1,195,561.88	74.26
Account Category: Expenditures						
GENERAL GOVERNMENT						
10-51000-51100	WAGES FT	336,395.00	110,280.25	36,351.32	226,114.75	32.78
10-51000-51170	HEALTH INSURANCE BUYOUT	4,410.00	871.39	200.00	3,538.61	19.76
10-51000-51190	DENTAL INSURANCE BUYOUT	158.00	4.00	0.00	154.00	2.53
10-51000-51200	TRUSTEE WAGES	8,400.00	3,500.00	700.00	4,900.00	41.67
10-51000-51250	ELECTION WAGES	13,042.00	2,137.50	0.00	10,904.50	16.39
10-51000-51300	ELECTIONS SUPPLIES	8,244.00	1,726.99	966.44	6,517.01	20.95
10-51000-51400	LONGEVITY	444.00	0.00	0.00	444.00	0.00
10-51000-51500	WISCONSIN RETIREMENT SYSTEM	23,242.00	8,989.25	2,508.21	14,252.75	38.68
10-51000-51510	SOCIAL SECURITY	27,758.00	10,077.17	2,798.05	17,680.83	36.30
10-51000-51520	LIFE INSURANCE	432.00	231.92	36.32	200.08	53.69
10-51000-51530	HEALTH INSURANCE	36,713.00	14,859.51	2,409.99	21,853.49	40.47
10-51000-51540	DENTAL INSURANCE	731.00	323.11	54.17	407.89	44.20
10-51000-51800	RECRUITMENT	150.00	29.95	0.00	120.05	19.97
10-51000-52100	CONTRACTUAL SERVICES	31,043.00	12,735.46	350.92	18,307.54	41.03
10-51000-52110	LEGAL COUNSEL - CONTRACTED	62,118.00	21,233.04	5,492.01	40,884.96	34.18
10-51000-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	264.00	128.00	736.00	26.40
10-51000-52140	AUDIT SERVICES	22,432.00	19,976.77	0.00	2,455.23	89.05
10-51000-52170	PUBLIC HEALTH SERVICES	33,895.00	16,948.00	0.00	16,947.00	50.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdg Used
Fund: 10 GENERAL FUND						
Account Category: Expenditures						
GENERAL GOVERNMENT						
10-51000-52190	ASSESSOR SERVICES	24,900.00	19,920.00	0.00	4,980.00	80.00
10-51000-52210	TELECOMMUNICATIONS	2,520.00	1,412.35	162.47	1,107.65	56.05
10-51000-52250	COMPUTER SUPPORT	1,000.00	0.00	0.00	1,000.00	0.00
10-51000-52260	ADMINISTRATIVE FEES	1,879.00	1,869.10	0.00	9.90	99.47
10-51000-52300	MATERIALS & SUPPLIES	7,500.00	1,205.74	199.92	6,294.26	16.08
10-51000-53000	ADMINISTRATIVE	1,000.00	108.00	108.00	892.00	10.80
10-51000-53110	POSTAGE	11,000.00	0.00	0.00	11,000.00	0.00
10-51000-53210	DUES & SUBSCRIPTIONS	6,153.00	4,088.53	0.00	2,064.47	66.45
10-51000-53220	TRAINING, SAFETY & CERTS	11,390.00	1,901.18	280.00	9,488.82	16.69
10-51000-53240	PUBLICATIONS/PRINTING	150.00	0.00	0.00	150.00	0.00
10-51000-55000	CONTINGENCY	47,087.00	0.00	0.00	47,087.00	0.00
10-51000-55100	GENERAL LIABILITY	34,744.00	34,762.94	0.00	(18.94)	100.05
10-51000-55110	AUTO LIABILITY	2,844.00	3,602.29	0.00	(758.29)	126.66
10-51000-55120	BOILER INSURANCE	488.00	445.60	0.00	42.40	91.31
10-51000-55130	WORKERS COMPENSATION	32,701.00	13,740.80	0.00	18,960.20	42.02
10-51000-55150	COMMERCIAL CRIME POLICY	105.00	99.15	0.00	5.85	94.43
10-51000-55160	PROPERTY INSURANCE	8,322.00	9,107.12	0.00	(785.12)	109.43
GENERAL GOVERNMENT		804,390.00	316,451.11	52,745.82	487,938.89	39.34
POLICE						
10-52100-51100	WAGES FT	1,168,695.00	388,541.43	107,414.56	780,153.57	33.25
10-52100-51110	OVERTIME	28,980.00	28,899.23	14,976.22	80.77	99.72
10-52100-51150	GRANT OVERTIME	14,000.00	5,840.82	1,187.60	8,159.18	41.72
10-52100-51160	HOLIDAY PAY	40,128.00	12,385.16	2,571.76	27,742.84	30.86
10-52100-51170	HEALTH INSURANCE BUYOUT	18,900.00	6,862.44	1,575.00	12,037.56	36.31
10-52100-51180	SHIFT DIFFERENTIAL PAY	4,500.00	3,171.38	872.89	1,328.62	70.48
10-52100-51400	LONGEVITY	1,046.00	0.00	0.00	1,046.00	0.00
10-52100-51500	WISCONSIN RETIREMENT SYSTEM	164,433.00	62,021.23	18,004.45	102,411.77	37.72
10-52100-51510	SOCIAL SECURITY	97,633.00	33,661.15	9,638.64	63,971.85	34.48
10-52100-51520	LIFE INSURANCE	1,169.00	525.92	82.36	643.08	44.99
10-52100-51530	HEALTH INSURANCE	144,625.00	63,685.61	9,570.05	80,939.39	44.03
10-52100-51540	DENTAL INSURANCE	2,312.00	1,223.26	185.77	1,088.74	52.91
10-52100-51800	RECRUITMENT	0.00	139.03	0.00	(139.03)	100.00
10-52100-52090	HOUSE OF CORRECTION FEES	300.00	0.00	0.00	300.00	0.00
10-52100-52100	CONTRACTUAL SERVICES	40,306.00	12,135.55	5,859.17	28,170.45	30.11
10-52100-52110	LEGAL COUNSEL-CONTRACTED	24,847.00	8,395.44	4,197.72	16,451.56	33.79
10-52100-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	204.00	204.00	796.00	20.40
10-52100-52150	MADACC	948.00	473.88	0.00	474.12	49.99
10-52100-52210	TELECOMMUNICATIONS	6,789.00	2,773.73	476.34	4,015.27	40.86
10-52100-52250	COMPUTER SUPPORT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
10-52100-52300	MATERIALS & SUPPLIES	8,500.00	2,809.04	65.16	5,690.96	33.05
10-52100-52310	FLEET MAINTENANCE	7,000.00	2,429.55	482.70	4,570.45	34.71
10-52100-53110	POSTAGE	800.00	39.80	9.95	760.20	4.98
10-52100-53210	DUES & SUBSCRIPTIONS	1,150.00	930.00	0.00	220.00	80.87
10-52100-53220	TRAINING, SAFETY & CERTIFICATI	5,700.00	4,183.25	2,818.28	1,516.75	73.39
10-52100-53230	AMMUNITION	4,500.00	273.68	0.00	4,226.32	6.08
10-52100-53300	UNIFORM SUPPLIES	7,800.00	6,665.75	0.00	1,134.25	85.46
10-52100-53400	FUEL MAINTENANCE	18,500.00	7,024.28	1,246.10	11,475.72	37.97

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

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GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Expenditures						
POLICE						
POLICE		1,819,561.00	655,294.61	181,438.72	1,164,266.39	36.01
NORTH SHORE FIRE DEPT						
10-52200-52240	NORTH SHORE FIRE DEPARTMENT	887,638.00	468,262.00	0.00	419,376.00	52.75
10-52200-53760	FIRE INSURANCE DUES	27,450.00	0.00	0.00	27,450.00	0.00
	NORTH SHORE FIRE DEPT	915,088.00	468,262.00	0.00	446,826.00	51.17
BUILDING INSPECTION						
10-52400-51100	WAGES FT	20,000.00	20,000.00	0.00	0.00	100.00
10-52400-52500	BUILDING INSPECTIONS	52,250.00	26,025.69	7,062.20	26,224.31	49.81
	BUILDING INSPECTION	72,250.00	46,025.69	7,062.20	26,224.31	63.70
DEPT OF PUBLIC WORKS						
10-53000-51100	WAGES FT	295,381.00	133,164.73	34,374.39	162,216.27	45.08
10-53000-51110	OVERTIME	4,200.00	3,277.64	202.64	922.36	78.04
10-53000-51120	WAGES PT	27,000.00	1,707.31	1,065.00	25,292.69	6.32
10-53000-51170	HEALTH INSURANCE BUYOUT	8,610.00	3,409.65	782.55	5,200.35	39.60
10-53000-51190	DENTAL INSURANCE BUYOUT	286.00	82.26	18.88	203.74	28.76
10-53000-51400	LONGEVITY	636.00	0.00	0.00	636.00	0.00
10-53000-51500	WISCONSIN RETIREMENT SYSTEM	20,715.00	9,022.94	2,382.25	11,692.06	43.56
10-53000-51510	SOCIAL SECURITY	25,713.00	10,286.89	2,673.21	15,426.11	40.01
10-53000-51520	LIFE INSURANCE	511.00	202.45	30.79	308.55	39.62
10-53000-51530	HEALTH INSURANCE	62,330.00	37,527.47	5,843.47	24,802.53	60.21
10-53000-51540	DENTAL INSURANCE	1,155.00	753.29	117.29	401.71	65.22
10-53000-51800	RECRUITMENT	250.00	0.00	0.00	250.00	0.00
10-53000-52000	FACILITY MAINTENANCE & SUPPLIE	31,488.00	13,325.64	468.00	18,162.36	42.32
10-53000-52010	CLEANING & JANITORIAL SERVICES	9,963.00	4,449.33	637.46	5,513.67	44.66
10-53000-52020	HVAC MAINTENANCE	4,611.00	1,305.50	0.00	3,305.50	28.31
10-53000-52100	CONTRACTUAL SERVICES	42,270.00	6,156.90	234.54	36,113.10	14.57
10-53000-52160	ENGINEERING	11,600.00	10,485.81	966.67	1,114.19	90.39
10-53000-52200	UTILITIES	44,158.00	17,403.18	3,063.60	26,754.82	39.41
10-53000-52210	TELECOMMUNICATIONS	1,180.00	775.40	59.08	404.60	65.71
10-53000-52300	MATERIALS & SUPPLIES	7,450.00	1,447.18	75.12	6,002.82	19.43
10-53000-52310	FLEET MAINTENANCE	40,000.00	11,991.51	2,139.89	28,008.49	29.98
10-53000-52330	TOOLS	2,000.00	560.68	121.88	1,439.32	28.03
10-53000-53210	DUES & SUBSCRIPTIONS	650.00	628.00	0.00	22.00	96.62
10-53000-53220	TRAINING, SAFETY & CERTIFICATI	2,800.00	1,033.00	53.00	1,767.00	36.89
10-53000-53300	UNIFORM SUPPLIES	2,175.00	806.50	346.00	1,368.50	37.08
10-53000-53340	WINTER OPERATIONS	40,874.00	22,829.20	19,535.88	18,044.80	55.85
10-53000-53400	FUEL MAINTENANCE	33,000.00	11,532.16	1,916.52	21,467.84	34.95
10-53000-53500	EQUIPMENT REPLACEMENT	500.00	496.09	496.09	3.91	99.22
10-53000-53600	EQUIPMENT RENTAL	5,000.00	1,665.00	0.00	3,335.00	33.30
10-53000-53700	TIPPING FEES	80,000.00	24,519.68	6,523.72	55,480.32	30.65
10-53000-53770	YARD WASTE TUB GRINDING	12,785.00	0.00	0.00	12,785.00	0.00
10-53000-54000	STREET MAINTENANCE	7,810.00	0.00	0.00	7,810.00	0.00
10-53000-54500	SIGNAGE	5,750.00	552.27	0.00	5,197.73	9.60
10-53000-54600	FORESTRY & LANDSCAPING	8,500.00	0.00	0.00	8,500.00	0.00
	DEPT OF PUBLIC WORKS	841,351.00	331,397.66	84,127.92	509,953.34	39.39
NORTH SHORE LIBRARY						

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 10 GENERAL FUND						
Account Category: Expenditures						
NORTH SHORE LIBRARY						
10-55100-52270	NORTH SHORE LIBRARY	170,279.00	170,279.07	0.00	(0.07)	100.00
	NORTH SHORE LIBRARY	170,279.00	170,279.07	0.00	(0.07)	100.00
PARKS						
10-55200-51100	WAGES FT	5,600.00	1,871.43	600.00	3,728.57	33.42
10-55200-51510	SOCIAL SECURITY	398.00	143.17	45.90	254.83	35.97
10-55200-52300	MATERIALS & SUPPLIES	800.00	52.50	0.00	747.50	6.56
10-55200-52350	COMMUNITY EVENTS	15,000.00	3,086.75	0.00	11,913.25	20.58
	PARKS	21,798.00	5,153.85	645.90	16,644.15	23.64
	Expenditures	4,644,717.00	1,992,863.99	326,020.56	2,651,853.01	42.91
Fund 10 - GENERAL FUND:						
	TOTAL REVENUES	4,644,717.00	3,449,155.12	103,962.34	1,195,561.88	
	TOTAL EXPENDITURES	4,644,717.00	1,992,863.99	326,020.56	2,651,853.01	
	NET OF REVENUES & EXPENDITURES:	0.00	1,456,291.13	(222,058.22)	(1,456,291.13)	
	BEG. FUND BALANCE	2,526,752.03	2,526,752.03			
	END FUND BALANCE	2,526,752.03	3,983,043.16			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdg Used
Fund: 20 SANITARY SEWER FUND						
Account Category: Revenues						
PUBLIC CHARGES FOR SERVIC						
20-00000-46410	RESIDENTIAL SEWER	849,655.00	838,840.00	0.00	10,815.00	98.73
20-00000-46420	COMMERCIAL SEWER	148,696.00	41,358.40	24.29	107,337.60	27.81
20-00000-46425	POLICE LEASE REVENUE	5,498.00	0.00	0.00	5,498.00	0.00
20-00000-46430	SEWER CONNECTION FEE	0.00	5,912.50	5,912.50	(5,912.50)	100.00
	PUBLIC CHARGES FOR SERVIC	1,003,849.00	886,110.90	5,936.79	117,738.10	88.27
MISC REVENUE						
20-00000-48100	INTEREST	500.00	727.96	0.00	(227.96)	145.59
20-00000-48200	MISCELLANEOUS REVENUE	2,712.00	0.00	0.00	2,712.00	0.00
	MISC REVENUE	3,212.00	727.96	0.00	2,484.04	22.66
	Revenues	1,007,061.00	886,838.86	5,936.79	120,222.14	88.06
Account Category: Expenditures						
GENERAL SEWER						
20-51000-51100	WAGES FT	130,869.00	40,992.54	10,875.42	89,876.46	31.32
20-51000-51110	OVERTIME	0.00	95.25	0.00	(95.25)	100.00
20-51000-51170	HEALTH INSURANCE BUYOUT	1,395.00	108.97	25.01	1,286.03	7.81
20-51000-51190	DENTAL INSURANCE BUYOUT	95.00	1.35	0.00	93.65	1.42
20-51000-51400	LONGEVITY	291.00	0.00	0.00	291.00	0.00
20-51000-51500	WISCONSIN RETIREMENT SYSTEM	9,050.00	2,796.32	741.52	6,253.68	30.90
20-51000-51510	SOCIAL SECURITY	10,148.00	3,083.78	821.94	7,064.22	30.39
20-51000-51520	LIFE INSURANCE	267.00	55.63	9.40	211.37	20.84
20-51000-51530	HEALTH INSURANCE	21,405.00	3,211.51	511.94	18,193.49	15.00
20-51000-51540	DENTAL INSURANCE	446.00	66.73	11.04	379.27	14.96
20-51000-52100	CONTRACTUAL SERVICES	317,923.00	97,194.28	1,544.92	220,728.72	30.57
20-51000-52140	AUDIT SERVICES	4,180.00	3,722.49	0.00	457.51	89.05
20-51000-52160	ENGINEERING	11,600.00	5,523.31	966.67	6,076.69	47.61
20-51000-52200	UTILITIES	6,800.00	2,154.38	389.75	4,645.62	31.68
20-51000-52210	TELECOMMUNICATIONS	480.00	152.06	38.01	327.94	31.68
20-51000-52260	ADMINISTRATIVE FEES	50.00	50.00	0.00	0.00	100.00
20-51000-52300	MATERIALS & SUPPLIES	6,350.00	767.59	190.01	5,582.41	12.09
20-51000-52310	FLEET MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
20-51000-52320	LIFT STATION MAINTENANCE	16,500.00	1,902.54	0.00	14,597.46	11.53
20-51000-52330	TOOLS	1,000.00	132.88	0.00	867.12	13.29
20-51000-52340	DIGGERS HOTLINE	2,500.00	900.80	0.00	1,599.20	36.03
20-51000-53110	POSTAGE	400.00	0.00	0.00	400.00	0.00
20-51000-53220	TRAINING, SAFETY & CERTIFICATI	500.00	0.00	0.00	500.00	0.00
20-51000-53400	FUEL MAINTENANCE	4,000.00	0.00	0.00	4,000.00	0.00
20-51000-53500	EQUIPMENT REPLACEMENT	675.00	575.00	0.00	100.00	85.19
20-51000-53600	EQUIPMENT RENTAL-GENERAL FUND	21,200.00	21,200.00	0.00	0.00	100.00
20-51000-55100	GENERAL LIABILITY INSURANCE	1,431.00	1,866.36	0.00	(435.36)	130.42
20-51000-55130	WORKERS COMPENSATION	3,737.00	1,570.38	0.00	2,166.62	42.02
20-51000-55150	COMMERCIAL CRIME POLICY	93.00	38.24	0.00	54.76	41.12
20-51000-55160	PROPERTY INSURANCE	3,215.00	3,518.66	0.00	(303.66)	109.45
20-51000-55300	AUTO LIABILITY	2,761.00	3,496.34	0.00	(735.34)	126.63
20-51000-58010	CAPITAL PROJECTS	67,250.00	(23,803.93)	0.00	91,053.93	(35.40)
20-51000-58030	CAPITAL EQUIPMENT	35,575.00	0.00	0.00	35,575.00	0.00
	GENERAL SEWER	684,186.00	171,373.46	16,125.63	512,812.54	25.05

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 20 SANITARY SEWER FUND						
Account Category: Expenditures						
DEPRECIATION						
20-53000-57000	DEPRECIATION	79,815.00	0.00	0.00	79,815.00	0.00
	DEPRECIATION	79,815.00	0.00	0.00	79,815.00	0.00
DEBT						
20-58100-56180	PRINCIPAL REDEMPTION - BOND	195,000.00	0.00	0.00	195,000.00	0.00
20-58100-56210	INTEREST - BOND	48,060.00	13,770.19	2,830.00	34,289.81	28.65
	DEBT	243,060.00	13,770.19	2,830.00	229,289.81	5.67
	Expenditures	1,007,061.00	185,143.65	18,955.63	821,917.35	18.38
Fund 20 - SANITARY SEWER FUND:						
	TOTAL REVENUES	1,007,061.00	886,838.86	5,936.79	120,222.14	
	TOTAL EXPENDITURES	1,007,061.00	185,143.65	18,955.63	821,917.35	
	NET OF REVENUES & EXPENDITURES:	0.00	701,695.21	(13,018.84)	(701,695.21)	
	BEG. FUND BALANCE	2,557,264.07	2,557,264.07			
	END FUND BALANCE	2,557,264.07	3,258,959.28			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgtd Used
Fund: 22 STORMWATER UTILITY FUND						
Account Category: Revenues						
INTERGOVERNMENTAL						
22-00000-43210	INTERGOVERNMENTAL GRANTS	52,023.00	0.00	0.00	52,023.00	0.00
	INTERGOVERNMENTAL	52,023.00	0.00	0.00	52,023.00	0.00
PUBLIC CHARGES FOR SERVIC						
22-00000-44545	RAIN BARREL	0.00	150.00	150.00	(150.00)	100.00
22-00000-44560	TREE PROGRAM	0.00	5,250.00	1,750.00	(5,250.00)	100.00
22-00000-46405	RESIDENTIAL STORMWATER	407,682.00	415,008.00	0.00	(7,326.00)	101.80
22-00000-46425	COMMERCIAL STORMWATER	156,840.00	39,658.45	42.02	117,181.55	25.29
22-00000-46430	RIGHT-OF-WAY MANAGEMENT	20,000.00	19,000.00	9,950.00	1,000.00	95.00
	PUBLIC CHARGES FOR SERVIC	584,522.00	479,066.45	11,892.02	105,455.55	81.96
	Revenues	636,545.00	479,066.45	11,892.02	157,478.55	75.26
Account Category: Expenditures						
DEPT OF PUBLIC WORKS						
22-51000-55110	AUTO LIABILITY	2,761.00	3,496.34	0.00	(735.34)	126.63
22-53000-51100	WAGES FT	130,869.00	44,744.64	17,814.93	86,124.36	34.19
22-53000-51110	OVERTIME	950.00	0.00	0.00	950.00	0.00
22-53000-51120	WAGES PT	0.00	135.00	135.00	(135.00)	100.00
22-53000-51170	HEALTH INSURANCE BUYOUT	1,395.00	108.91	24.99	1,286.09	7.81
22-53000-51190	DENTAL INSURANCE BUYOUT	95.00	1.38	0.00	93.62	1.45
22-53000-51400	LONGEVITY	291.00	0.00	0.00	291.00	0.00
22-53000-51500	WISCONSIN RETIREMENT SYSTEM	9,050.00	3,064.21	1,223.91	5,985.79	33.86
22-53000-51510	SOCIAL SECURITY	10,220.00	3,353.13	1,332.93	6,866.87	32.81
22-53000-51520	LIFE INSURANCE	267.00	60.61	16.03	206.39	22.70
22-53000-51530	HEALTH INSURANCE	21,405.00	5,343.88	1,922.85	16,061.12	24.97
22-53000-51540	DENTAL INSURANCE	446.00	109.44	39.33	336.56	24.54
22-53000-52100	CONTRACTUAL SERVICES	13,692.00	24,385.76	12,625.00	(10,693.76)	178.10
22-53000-52140	AUDIT SERVICES	1,962.00	1,747.25	0.00	214.75	89.05
22-53000-52160	ENGINEERING	11,600.00	17,050.88	2,086.66	(5,450.88)	146.99
22-53000-52200	UTILITY EXPENSES	2,300.00	1,401.52	408.65	898.48	60.94
22-53000-52210	TELECOMMUNICATIONS	100.00	0.00	0.00	100.00	0.00
22-53000-52260	ADMINISTRATIVE FEES	50.00	50.00	0.00	0.00	100.00
22-53000-52300	MATERIALS & SUPPLIES	2,450.00	882.02	138.99	1,567.98	36.00
22-53000-52320	LIFT STATION MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
22-53000-53220	TRAINING, SAFETY & CERTIFICATI	500.00	0.00	0.00	500.00	0.00
22-53000-53270	CULVERT MATERIALS	42,900.00	10,662.32	10,662.32	32,237.68	24.85
22-53000-53280	LANDSCAPING MATERIALS	64,000.00	9,687.14	9,687.14	54,312.86	15.14
22-53000-53290	EXCAVATION AND DISPOSAL	17,500.00	0.00	0.00	17,500.00	0.00
22-53000-53400	FUEL MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
22-53000-53600	EQUIPMENT RENTAL	62,175.00	21,200.00	0.00	40,975.00	34.10
22-53000-55100	GENERAL LIABILITY INSURANCE	3,519.00	3,922.22	0.00	(403.22)	111.46
22-53000-55130	WORKERS COMPENSATION	3,737.00	1,570.38	0.00	2,166.62	42.02
22-53000-55150	COMMERCIAL CRIME POLICY	62.00	38.24	0.00	23.76	61.68
22-53000-55160	PROPERTY INSURANCE	3,026.00	3,311.68	0.00	(285.68)	109.44
	DEPT OF PUBLIC WORKS	414,322.00	156,326.95	58,118.73	257,995.05	37.73
TRANS TO OTHER FUND						
22-59200-59000	ADMINISTRATIVE/TRANSFER TO	72,048.00	72,048.00	0.00	0.00	100.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 22 STORMWATER UTILITY FUND						
Account Category: Expenditures						
TRANS TO OTHER FUND						
	TRANS TO OTHER FUND	72,048.00	72,048.00	0.00	0.00	100.00
CAPITAL PROJECTS						
	22-53000-53500 EQUIPMENT REPLACEMENT	39,175.00	575.00	0.00	38,600.00	1.47
	22-53000-58010 CAPITAL PROJECTS	111,000.00	16,026.93	35,223.66	94,973.07	14.44
	CAPITAL PROJECTS	150,175.00	16,601.93	35,223.66	133,573.07	11.06
	Expenditures	636,545.00	244,976.88	93,342.39	391,568.12	38.49
Fund 22 - STORMWATER UTILITY FUND:						
	TOTAL REVENUES	636,545.00	479,066.45	11,892.02	157,478.55	
	TOTAL EXPENDITURES	636,545.00	244,976.88	93,342.39	391,568.12	
	NET OF REVENUES & EXPENDITURES:	0.00	234,089.57	(81,450.37)	(234,089.57)	
	BEG. FUND BALANCE	988,929.71	988,929.71			
	END FUND BALANCE	988,929.71	1,223,019.28			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 23 TAX INCREMENTAL FINANCING DISTRICT 1						
Account Category: Revenues						
TAXES						
23-00000-41101	TAX INCREMENT	8,217.00	0.00	0.00	8,217.00	0.00
	TAXES	8,217.00	0.00	0.00	8,217.00	0.00
MISC REVENUE						
23-00000-48200	MISCELLANEOUS REVENUE	25,000.00	7,162.50	2,460.00	17,837.50	28.65
	MISC REVENUE	25,000.00	7,162.50	2,460.00	17,837.50	28.65
	Revenues	33,217.00	7,162.50	2,460.00	26,054.50	21.56
Account Category: Expenditures						
GENERAL GOVERNMENT						
23-51000-52300	PROFESSIONAL SERVICES	150,000.00	7,548.50	900.00	142,451.50	5.03
	GENERAL GOVERNMENT	150,000.00	7,548.50	900.00	142,451.50	5.03
TRANS TO OTHER FUND						
23-59210-59000	TRANSFER OUT	15,000.00	15,000.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	15,000.00	15,000.00	0.00	0.00	100.00
	Expenditures	165,000.00	22,548.50	900.00	142,451.50	13.67
Fund 23 - TAX INCREMENTAL FINANCING DISTRICT 1:						
	TOTAL REVENUES	33,217.00	7,162.50	2,460.00	26,054.50	
	TOTAL EXPENDITURES	165,000.00	22,548.50	900.00	142,451.50	
	NET OF REVENUES & EXPENDITURES:	(131,783.00)	(15,386.00)	1,560.00	(116,397.00)	
	BEG. FUND BALANCE	(138,106.67)	(138,106.67)			
	END FUND BALANCE	(269,889.67)	(153,492.67)			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgtd Used
Fund: 26 PUBLIC SAFETY COMMUNICATIONS						
Account Category: Revenues						
TAXES						
26-00000-41100	PROPERTY TAXES	316,779.00	316,779.00	0.00	0.00	100.00
	TAXES	316,779.00	316,779.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
26-00000-46220	INTERGOVERNMENTAL REVENUE	517,813.00	216,045.50	8,861.21	301,767.50	41.72
26-00000-47130	CONTRACT REVENUE	2,217,456.00	1,108,727.98	0.00	1,108,728.02	50.00
26-00000-47135	RECORDS MANAGEMENT ADMINISTRAT	0.00	9.00	9.00	(9.00)	100.00
	INTERGOVERNMENTAL	2,735,269.00	1,324,782.48	8,870.21	1,410,486.52	48.43
MISC REVENUE						
26-00000-48100	CONSOLIDATED SERVICE BILLINGS	112,485.00	87,800.73	12,128.42	24,684.27	78.06
	MISC REVENUE	112,485.00	87,800.73	12,128.42	24,684.27	78.06
	Revenues	3,164,533.00	1,729,362.21	20,998.63	1,435,170.79	54.65
Account Category: Expenditures						
PUBLIC SAFETY COMM						
26-51000-51100	WAGES FT	1,773,538.00	696,144.13	208,911.38	1,077,393.87	39.25
26-51000-51110	OVERTIME	35,000.00	38,446.67	11,659.48	(3,446.67)	109.85
26-51000-51160	HOLIDAY PAY	36,928.00	6,015.84	3,630.48	30,912.16	16.29
26-51000-51170	HEALTH INSURANCE BUYOUT	16,800.00	9,928.51	2,800.00	6,871.49	59.10
26-51000-51190	DENTAL INSURANCE BUYOUT	544.00	283.19	83.07	260.81	52.06
26-51000-51400	LONGEVITY	3,110.00	0.00	0.00	3,110.00	0.00
26-51000-51500	WISCONSIN RETIREMENT SYSTEM	127,552.00	50,184.25	14,566.93	77,367.75	39.34
26-51000-51510	SOCIAL SECURITY	142,701.00	54,805.48	16,787.77	87,895.52	38.41
26-51000-51520	LIFE INSURANCE	2,808.00	1,322.85	213.14	1,485.15	47.11
26-51000-51530	HEALTH INSURANCE	377,691.00	162,300.60	26,129.71	215,390.40	42.97
26-51000-51540	DENTAL INSURANCE	7,628.00	3,203.88	530.10	4,424.12	42.00
26-51000-51800	RECRUITMENT	2,500.00	341.80	97.95	2,158.20	13.67
26-51000-52000	FACILITY MAINTENANCE & SUPPLIE	13,817.00	10,291.92	0.00	3,525.08	74.49
26-51000-52010	CLEANING & JANITORIAL SERVICES	12,688.00	5,713.87	920.70	6,974.13	45.03
26-51000-52100	CONTRACTUAL SERVICES	23,583.00	34,952.57	15,108.97	(11,369.57)	148.21
26-51000-52130	LEGAL COUNSEL-PERSONNEL	1,000.00	0.00	0.00	1,000.00	0.00
26-51000-52140	AUDIT SERVICES	1,962.00	1,747.24	0.00	214.76	89.05
26-51000-52200	UTILITIES	26,480.00	9,762.83	2,008.97	16,717.17	36.87
26-51000-52210	TELECOMMUNICATIONS	91,721.00	23,338.44	4,075.16	68,382.56	25.45
26-51000-52250	COMPUTER SUPPORT SERVICES	5,000.00	1,107.25	0.00	3,892.75	22.15
26-51000-52260	ADMINISTRATIVE FEES	860.00	616.00	0.00	244.00	71.63
26-51000-52300	MATERIALS & SUPPLIES	10,000.00	1,884.29	55.88	8,115.71	18.84
26-51000-52360	LICENSING & MAINTENANCE	276,806.00	311,228.52	14,936.58	(34,422.52)	112.44
26-51000-53110	POSTAGE	500.00	0.00	0.00	500.00	0.00
26-51000-53210	DUES & SUBSCRIPTIONS	2,500.00	580.71	0.00	1,919.29	23.23
26-51000-53220	TRAINING, SAFETY & CERTIFICATI	14,500.00	2,341.72	0.00	12,158.28	16.15
26-51000-53300	CLOTHING/EMPLOYEE EXPENSES	840.00	191.00	0.00	649.00	22.74
26-51000-53400	FUEL MAINTENANCE	0.00	42.38	22.28	(42.38)	100.00
26-51000-53900	EMPLOYEE RECOGNITION	250.00	121.98	0.00	128.02	48.79
26-51000-55000	CONTINGENCY	19,918.00	0.00	0.00	19,918.00	0.00
26-51000-55100	GENERAL LIABILITY	6,142.00	6,724.10	0.00	(582.10)	109.48
26-51000-55130	WORKERS COMPENSATION	18,686.00	1,766.68	0.00	16,919.32	9.45

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 26 PUBLIC SAFETY COMMUNICATIONS						
Account Category: Expenditures						
PUBLIC SAFETY COMM						
26-51000-55150	COMMERCIAL CRIME POLICY	124.00	73.65	0.00	50.35	59.40
26-51000-55160	PROPERTY INSURANCE	4,350.00	4,760.54	0.00	(410.54)	109.44
	PUBLIC SAFETY COMM	3,058,527.00	1,440,222.89	322,538.55	1,618,304.11	47.09
TRANS TO OTHER FUND						
26-59217-59000	ADMINISTRATIVE/TRANSFER TO	106,006.00	106,006.00	0.00	0.00	100.00
	TRANS TO OTHER FUND	106,006.00	106,006.00	0.00	0.00	100.00
	Expenditures	3,164,533.00	1,546,228.89	322,538.55	1,618,304.11	48.86
Fund 26 - PUBLIC SAFETY COMMUNICATIONS:						
	TOTAL REVENUES	3,164,533.00	1,729,362.21	20,998.63	1,435,170.79	
	TOTAL EXPENDITURES	3,164,533.00	1,546,228.89	322,538.55	1,618,304.11	
	NET OF REVENUES & EXPENDITURES:	0.00	183,133.32	(301,539.92)	(183,133.32)	
	BEG. FUND BALANCE	1,066,582.63	1,066,582.63			
	END FUND BALANCE	1,066,582.63	1,249,715.95			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 30 LONG TERM FINANCIAL FUND						
Account Category: Revenues						
TAXES						
30-00000-41100	PROPERTY TAXES	839,601.00	839,601.00	0.00	0.00	100.00
	TAXES	839,601.00	839,601.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
30-00000-47115	B SERIES ADMIN FEE	11,000.00	0.00	0.00	11,000.00	0.00
	INTERGOVERNMENTAL	11,000.00	0.00	0.00	11,000.00	0.00
OTHER FINANCING SOURCES						
30-00000-49250	TRANSFER FROM STORMWATER FUND	72,048.00	72,048.00	0.00	0.00	100.00
	OTHER FINANCING SOURCES	72,048.00	72,048.00	0.00	0.00	100.00
	Revenues	922,649.00	911,649.00	0.00	11,000.00	98.81
Account Category: Expenditures						
DEBT						
30-58100-52150	MADACC	1,770.00	202.48	0.00	1,567.52	11.44
30-58100-55950	PAYMENT TO ESCROW AGENT	6,500.00	1,200.00	0.00	5,300.00	18.46
30-58100-56100	2021A GENERAL OBLIGATION	190,000.00	0.00	0.00	190,000.00	0.00
30-58100-56110	NSFD STATION	48,885.00	30,656.00	0.00	18,229.00	62.71
30-58100-56190	2016 GENERAL OBLIGATION	135,000.00	135,000.00	0.00	0.00	100.00
30-58100-56200	2018 GENERAL OBLIGATION	90,000.00	90,000.00	0.00	0.00	100.00
30-58100-56210	INTEREST ON BOND	133,558.00	79,886.25	27,776.25	53,671.75	59.81
30-58100-56240	2021 B GO DEBT	320,000.00	0.00	0.00	320,000.00	0.00
	DEBT	925,713.00	336,944.73	27,776.25	588,768.27	36.40
	Expenditures	925,713.00	336,944.73	27,776.25	588,768.27	36.40
Fund 30 - LONG TERM FINANCIAL FUND:						
	TOTAL REVENUES	922,649.00	911,649.00	0.00	11,000.00	
	TOTAL EXPENDITURES	925,713.00	336,944.73	27,776.25	588,768.27	
	NET OF REVENUES & EXPENDITURES:	(3,064.00)	574,704.27	(27,776.25)	(577,768.27)	
	BEG. FUND BALANCE	604,146.86	604,146.86			
	END FUND BALANCE	601,082.86	1,178,851.13			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 40 POLICE CAPITAL						
Account Category: Revenues						
TAXES						
40-00000-41100	PROPERTY TAXES	169,029.00	169,029.00	0.00	0.00	100.00
40-00000-41130	FIRE & RESCUE PROPERTY TAXES	42,025.00	42,025.00	0.00	0.00	100.00
	TAXES	<u>211,054.00</u>	<u>211,054.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
INTERGOVERNMENTAL						
40-00000-43215	POLICE REVENUE	17,000.00	17,000.00	0.00	0.00	100.00
	INTERGOVERNMENTAL	<u>17,000.00</u>	<u>17,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
LICENSES & PERMITS						
40-00000-44350	CELL TOWER FEES	0.00	0.00	(3,500.00)	0.00	0.00
	LICENSES & PERMITS	<u>0.00</u>	<u>0.00</u>	<u>(3,500.00)</u>	<u>0.00</u>	<u>0.00</u>
MISC REVENUE						
40-00000-48310	EQUIPMENT SALE PROCEEDS	0.00	2,399.25	0.00	(2,399.25)	100.00
	MISC REVENUE	<u>0.00</u>	<u>2,399.25</u>	<u>0.00</u>	<u>(2,399.25)</u>	<u>100.00</u>
	Revenues	<u>228,054.00</u>	<u>230,453.25</u>	<u>(3,500.00)</u>	<u>(2,399.25)</u>	<u>101.05</u>
Account Category: Expenditures						
CAPITAL PROJECTS						
40-91000-58020	CAPITAL LEASE	5,498.00	5,498.00	0.00	0.00	100.00
40-91000-58030	CAPITAL EQUIPMENT	222,556.00	10,258.00	0.00	212,298.00	4.61
	CAPITAL PROJECTS	<u>228,054.00</u>	<u>15,756.00</u>	<u>0.00</u>	<u>212,298.00</u>	<u>6.91</u>
	Expenditures	<u>228,054.00</u>	<u>15,756.00</u>	<u>0.00</u>	<u>212,298.00</u>	<u>6.91</u>
Fund 40 - POLICE CAPITAL:						
	TOTAL REVENUES	228,054.00	230,453.25	(3,500.00)	(2,399.25)	
	TOTAL EXPENDITURES	228,054.00	15,756.00	0.00	212,298.00	
	NET OF REVENUES & EXPENDITURES:	<u>0.00</u>	<u>214,697.25</u>	<u>(3,500.00)</u>	<u>(214,697.25)</u>	
	BEG. FUND BALANCE	107,172.99	107,172.99			
	END FUND BALANCE	107,172.99	321,870.24			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 41 DEPARTMENT OF PUBLIC WORKS						
Account Category: Revenues						
TAXES						
41-00000-41100	PROPERTY TAXES	79,695.00	79,695.00	0.00	0.00	100.00
	TAXES	79,695.00	79,695.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
41-00000-43210	INTERGOVERNMENTAL GRANTS	0.00	25,990.03	0.00	(25,990.03)	100.00
	INTERGOVERNMENTAL	0.00	25,990.03	0.00	(25,990.03)	100.00
PUBLIC CHARGES FOR SERVIC						
41-00000-44350	CELL TOWER FEES	0.00	0.00	(4,637.80)	0.00	0.00
41-00000-46320	GARBAGE CONTAINER & FEES	8,500.00	2,276.50	200.00	6,223.50	26.78
41-00000-46725	MAILBOX REPLACEMENT	0.00	1,800.00	600.00	(1,800.00)	100.00
	PUBLIC CHARGES FOR SERVIC	8,500.00	4,076.50	(3,837.80)	4,423.50	47.96
MISC REVENUE						
41-00000-48200	MISCELLANEOUS REVENUE	124,244.00	47,184.48	17,699.81	77,059.52	37.98
41-00000-48260	INSURANCE AWARDS/DIVIDENDS	5,000.00	0.00	0.00	5,000.00	0.00
41-00000-48310	EQUIPMENT SALES	0.00	4,746.39	0.00	(4,746.39)	100.00
	MISC REVENUE	129,244.00	51,930.87	17,699.81	77,313.13	40.18
	Revenues	217,439.00	161,692.40	13,862.01	55,746.60	74.36
Account Category: Expenditures						
CAPITAL PROJECTS						
41-91000-58010	CAPITAL PROJECTS	586,150.00	184,202.26	6,349.45	401,947.74	31.43
41-91000-58030	CAPITAL EQUIPMENT	221,100.00	1,446.00	0.00	219,654.00	0.65
	CAPITAL PROJECTS	807,250.00	185,648.26	6,349.45	621,601.74	23.00
	Expenditures	807,250.00	185,648.26	6,349.45	621,601.74	23.00
Fund 41 - DEPARTMENT OF PUBLIC WORKS:						
	TOTAL REVENUES	217,439.00	161,692.40	13,862.01	55,746.60	
	TOTAL EXPENDITURES	807,250.00	185,648.26	6,349.45	621,601.74	
	NET OF REVENUES & EXPENDITURES:	(589,811.00)	(23,955.86)	7,512.56	(565,855.14)	
	BEG. FUND BALANCE	1,791,165.68	1,791,165.68			
	END FUND BALANCE	1,201,354.68	1,767,209.82			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 42 ADMIN SERVICES CAPITAL						
Account Category: Revenues						
TAXES						
42-00000-41100	PROPERTY TAXES	73,689.00	73,689.00	0.00	0.00	100.00
	TAXES	73,689.00	73,689.00	0.00	0.00	100.00
	Revenues	73,689.00	73,689.00	0.00	0.00	100.00
Account Category: Expenditures						
CAPITAL PROJECTS						
42-91000-55190	GASB 45/ACCRUED BENEFIT OBLIGATIONS	93,689.00	33,869.27	2,110.03	59,819.73	36.15
42-91000-58010	CAPITAL PROJECTS	35,000.00	0.00	0.00	35,000.00	0.00
42-91000-58030	CAPITAL EQUIPMENT	20,000.00	0.00	0.00	20,000.00	0.00
	CAPITAL PROJECTS	148,689.00	33,869.27	2,110.03	114,819.73	22.78
	Expenditures	148,689.00	33,869.27	2,110.03	114,819.73	22.78
Fund 42 - ADMIN SERVICES CAPITAL:						
	TOTAL REVENUES	73,689.00	73,689.00	0.00	0.00	
	TOTAL EXPENDITURES	148,689.00	33,869.27	2,110.03	114,819.73	
	NET OF REVENUES & EXPENDITURES:	(75,000.00)	39,819.73	(2,110.03)	(114,819.73)	
	BEG. FUND BALANCE	735,251.32	735,251.32			
	END FUND BALANCE	660,251.32	775,071.05			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF BAYSIDE

Balance As Of 05/31/2024

GL Number	Description	2024 Amended Budget	YTD Balance 05/31/2024	Activity For 05/31/2024	Available Balance 05/31/2024	% Bdgt Used
Fund: 46 PUBLIC SAFETY COMM CAPITAL						
Account Category: Revenues						
TAXES						
46-00000-41100	PROPERTY TAXES	23,067.00	23,067.00	0.00	0.00	100.00
	TAXES	23,067.00	23,067.00	0.00	0.00	100.00
INTERGOVERNMENTAL						
46-00000-43210	INTERGOVERNMENTAL GRANTS	630,904.00	0.00	0.00	630,904.00	0.00
46-00000-47110	CONTRACT REVENUE	161,469.00	161,469.00	0.00	0.00	100.00
	INTERGOVERNMENTAL	792,373.00	161,469.00	0.00	630,904.00	20.38
	Revenues	815,440.00	184,536.00	0.00	630,904.00	22.63
Account Category: Expenditures						
CAPITAL PROJECTS						
46-91000-58010	CAPITAL PROJECTS	65,000.00	45,511.56	0.00	19,488.44	70.02
46-91000-58030	CAPITAL EQUIPMENT	848,045.00	402,988.58	0.00	445,056.42	47.52
	CAPITAL PROJECTS	913,045.00	448,500.14	0.00	464,544.86	49.12
	Expenditures	913,045.00	448,500.14	0.00	464,544.86	49.12
Fund 46 - PUBLIC SAFETY COMM CAPITAL:						
	TOTAL REVENUES	815,440.00	184,536.00	0.00	630,904.00	
	TOTAL EXPENDITURES	913,045.00	448,500.14	0.00	464,544.86	
	NET OF REVENUES & EXPENDITURES:	(97,605.00)	(263,964.14)	0.00	166,359.14	
	BEG. FUND BALANCE	622,402.45	622,402.45			
	END FUND BALANCE	524,797.45	358,438.31			

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 05/10/2024 - 06/05/2024

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
05/15/2024	372(E)	CARTER, JULIE	1,558.16
05/15/2024	373(E)	DEPT OF EMPLOYEE TRUST FUND	115,084.81
05/15/2024	374(E)	DIVERSIFIED BENEFIT SERVICES	3,466.29
05/15/2024	375(E)	EFTPS	86,115.51
05/15/2024	376(E)	EMPOWER-GREATWEST	9,951.31
05/15/2024	377(E)	NORTH SHORE BANK	450.00
05/15/2024	378(E)	US BANK	123,525.72
05/15/2024	383(E)	WI DEPARTMENT OF REVENUE	14,764.16
05/15/2024	40125	AFLAC	13.80
05/15/2024	40126	BUELOW VETTER BUIKEMA OLSON V	332.00
05/15/2024	40127	RINGCENTRAL, INC.	733.48
05/15/2024	40128	SECURIAN FINANCIAL GROUP	1,065.37
05/15/2024	40129	SPECTRUM ENTERPRISE	259.01
05/15/2024	40130	STREICHER'S	110.00
05/15/2024	40131	waukesha County Treasurer	260.00
05/15/2024	40132	WE ENERGIES	5,870.97
05/15/2024	40133	WI CHILD SUPPORT	1,434.03
Total 05/15/2024:			364,994.62
05/21/2024	40134	BLOCK IRON & SUPPLY CO - OSHK	41.50
05/21/2024	40135	BRIDGET PAUL	35.00
05/21/2024	40136	Clark Dietz	6,860.00
05/21/2024	40137	COMPASS MINERALS AMERICA INC	19,535.88
05/21/2024	40138	DELTA DENTAL	248.40
05/21/2024	40139	EGGERS IMPRINTS	108.00
05/21/2024	40140	FIRST SUPPLY LLC	9,067.72
05/21/2024	40141	H & R SAFETY SOLUTIONS	260.00
05/21/2024	40142	HIGH TIDE TECHNOLOGIES, LLC	1,464.00
05/21/2024	40143	HUMPHREY SERVICE PARTS INC	633.19
05/21/2024	40144	JOE DE BELAK PLUMBING COMPANY	385.00
05/21/2024	40145	LANNON STONE PRODUCTS	887.62
05/21/2024	40146	LIESENER SOILS INC	840.00
05/21/2024	40147	MANNEDGE CONSULTING LLC	2,500.00
05/21/2024	40148	MARLEE WALLOCH	35.00
05/21/2024	40149	MCAHON ASSOCIATES INC	2,818.28
05/21/2024	40150	MONACELLI STONE COMPANY INC	2,178.00
05/21/2024	40151	NORTHLAND & COMPANIES	5,713.79
05/21/2024	40152	PACKERLAND RENT-A-MAT INC.	46.58
05/21/2024	40153	ROTE OIL	1,707.42
05/21/2024	40154	SAFEBUILT LLC Lockbox #88135	7,062.20
05/21/2024	40155	SCOTT SCHUBERT	220.00
05/21/2024	40156	SORCE SERVICES	591.30
05/21/2024	40157	WACHTEL TREE SCIENCE & SERVIC	12,125.00
05/21/2024	40158	WI DEPT. OF TRANS-7366	6,888.41
Total 05/21/2024:			82,252.29
05/30/2024	40159	AFLAC	13.80
05/30/2024	40160	AMAZON/SYNCB	865.93
05/30/2024	40161	AMUNDSEN DAVIS	5,247.01
05/30/2024	40162	FORWARD TS, LTD	112.25
05/30/2024	40163	HONEY CREEK HEATING AND COOLI	66.40
05/30/2024	40164	KATE HECKNER	35.00
05/30/2024	40165	VANDEWALLE & ASSOCIATES	350.10
05/30/2024	40166	WE ENERGIES	2,657.61
05/30/2024	40167	WI CHILD SUPPORT	1,434.03
Total 05/30/2024:			10,782.13
05/31/2024	384(E)	DIVERSIFIED BENEFIT SERVICES	2,192.34
05/31/2024	385(E)	EFTPS	40,049.84
05/31/2024	386(E)	EMPOWER-GREATWEST	4,772.62
05/31/2024	387(E)	NORTH SHORE BANK	225.00
05/31/2024	388(E)	WI DEPARTMENT OF REVENUE	6,932.75
Total 05/31/2024:			54,172.55
06/05/2024	40168	ALL-WAYS CONTRACTORS INC.	32,142.75
06/05/2024	40169	AMUNDSEN DAVIS	6,002.40
06/05/2024	40170	BATZNER PEST CONTROL	28.00
06/05/2024	40171	BEAR GRAPHICS	852.54
06/05/2024	40172	BETTY RENO	200.00
06/05/2024	40173	BLOCK IRON & SUPPLY CO - OSHK	41.50
06/05/2024	40174	Clark Dietz	960.00
06/05/2024	40175	DEMCO INC	154.70

CHECK REGISTER FOR VILLAGE OF BAYSIDE

CHECK DATE 05/10/2024 - 06/05/2024

Check Date	Check	Vendor Name	Amount
Bank GEN GENERAL POOLED CHECKING			
06/05/2024	40176	FORWARD TS, LTD	326.17
06/05/2024	40177	GREATAMERICA FINANCIAL SERVIC	107.00
06/05/2024	40178	H & R SAFETY SOLUTIONS	36.00
06/05/2024	40179	KANKAKEE NURSERY COMPANY	5,516.40
06/05/2024	40180	LANNON STONE PRODUCTS	1,594.60
06/05/2024	40181	LECIA JACOBS	35.00
06/05/2024	40182	LOCUTION SYSTEMS INC.	14,936.58
06/05/2024	40183	Mad Science of Milwaukee Inc	369.00
06/05/2024	40184	MICAH SOMMERSMITH	240.00
06/05/2024	40185	MILWAUKEE COUNTY FEDERATED LI	3,186.91
06/05/2024	40186	PITNEY BOWES INC	404.61
06/05/2024	40187	PREMISTAR-WISCONSIN	548.00
06/05/2024	40188	ROTE OIL	2,726.33
06/05/2024	40189	TATIANA'S TINY ZOO, LLC	200.00
06/05/2024	40190	VANDEWALLE & ASSOCIATES	270.00
06/05/2024	40191	WIED, MICHAEL	50.00
06/05/2024	40192	WINTER EQUIPMENT INC	3,289.65
06/05/2024	40193	WISCONSIN CONSERVATORY OF MUS	250.00
06/05/2024	40194	WISCONSIN DNR	500.00
06/05/2024	40195	WISCONSIN DOCUMENT IMAGING	106.57
06/05/2024	40196	X-CENTRIC	15,000.00
06/05/2024	40197	ZIEN SERVICE INC	4,418.62
Total 06/05/2024:			94,493.33
GEN TOTALS:			
Total of 86 Checks:			606,694.92
Less 0 Void Checks:			0.00
Total of 86 Disbursements:			606,694.92



Community Impact Report

May 2024

FISCAL INTEGRITY: Provide sound financial management and future financial stability.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Bond Rating	Aa	Aa	Aa	Aa	●
GFOA Budget	Yes	Yes	Yes	Yes	●
GFOA ACFR	Yes	Submitted	Yes	Yes	●
Grant \$	\$1,067,833	\$36,254.32	\$594,889	\$300,000	●
Fund Balance	53%	37%	33%	40%	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Property Status	81	34	111	120	●
ICMA CPM	n/a	n/a	Yes	Yes	●
Total Permits	636	237	567	400	●
WComp Mod	0.81	0.81	0.89	1.0	●

COMMUNITY COLLABORATION: Maintain equitable, diverse, and inclusive community partnerships.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Meetings/Events	71	28	65	55	●
Ordinances	12	7	12	15	●
Resolutions	22	10	30	25	●
myBlue Contacts	862	678	424	N/A	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Drop Off Day Cars	1,045	525	837	800	●
Codes Enforced	256	166	213	N/A	●
Votes Cast	3,820	1,400	4,375	7,250	●
Elections	2	1	2.8	2	●

CONNECTED COMMUNICATION: Provide proactive, reliable, and transparent communications.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Buzz open rate	70%	70%	63%	65%	●
Website Visits	68,752	17,618	57,376	40,000	●
Social Media	312,633	44,080	329,553	350,000	●
Newsletter	12	5	12	12	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
SCF Requests	2,723	1,080	2,535	2,700	●
SCF DTA	0.3	0.4	.78	1	●
SCF DTC	4.1	3.8	10.62	7	●
SCF SLA%	88%	87%	78.8%	90%	●

SERVICE EXCELLENCE: Provide solution-based innovative services.

Metric	2023 Total	2024 YTD	5 Year Average	Status
Dispatch Time	48 sec.	46 sec.	43 sec	●
Dispatch Calls	100,569	37,622	104,695	●
911 Calls	21,734	8,553	25,878	●
BCC Train Hrs.	8,575	2,581	3,579	●
Call Reviews	98%	98%	98%	●
Calls for Police	8,666	4,082	5,855	●
Police Accred.	Yes	Yes	Yes	●

Metric	2023 Total	2024 YTD	5 Year Average	Status
Police Calls	77,390	31,920	72,874	●
Fire Calls	12,355	5,203	10,106	●
EMD Use	8,212	3,480	N/A	●
Miles Patrolled	71,750	38,508	96,278	●
Traffic Stops	2,020	678	2,020	●
Citations	848	406	880	●

SUSTAINABLE RESILIENCE: Provide environmental stewardship and promote future resilience.

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Garbage Tons	1,205	478	1,219	1,200	●
Recycling Tons	409	164	452	500	●
Yard Waste (yds)	2,090	292	1,948	2,500	●
Special Pickups	158	46	153	165	●
Diversion Rate	25%	26%	27%	30%	●

Metric	2023 Total	2024 YTD	5 Year Average	Target	Status
Culvert Replaced	58	3	42	30	●
Rx Drugs (lbs)	536	244	482	450	●
Tree City USA	Yes	Yes	Yes	Yes	●
Sewer Cleaned	26,902	0	23,497	26,000	●
Bird City USA	Yes	Yes	Yes	Yes	●

* = per year data unavailable



January 22, 2024

Andrew Pederson
Village of Bayside
9075 N Regent Rd
Bayside, WI 53217

RE: 2024 Community Development Block Grant Funding Notification

Dear Andrew:

Milwaukee County has reviewed your request for 2024 Community Development Block Grant Funds. After determining eligibility, your project is eligible for funding. The amount awarded to your organization is noted below. Please note that the amount noted below is based on the 2023 allocation from HUD. The amount MAY change based on our actual award amount from HUD.

Agency: Village of Bayside

Project: LX Club - Operations

Amount Awarded: \$5,998.00

Attached to the email is a copy of the request for reimbursement form that will be submitted at the completion of the project. Please review the attachment and let me know if you have any questions or would like to meet to discuss further.

Agreement and other documentation will be processed as soon as funds are released to Milwaukee County from HUD later this year.

Please contact me via the information below if you have any questions or need any additional assistance.

Sincerely,

Diane Tsounis
CDBG and HOME Housing Program Manager
diane.tsounis@milwaukeecountywi.gov
414-278-5250



600 WEST WALNUT STREET, SUITE 100
MILWAUKEE, WI 53212
county.milwaukee.gov



May 09, 2024

Andrew Pederson
Manager
Village of Bayside
9075 N Regent Rd
Bayside, WI 53217-1800

RU #40106

SUBJECT: Announcement of **2024** Recycling Grants to Responsible Units

Dear Responsible Unit Contact:

On behalf of the Governor, the Department of Natural Resources (DNR) is pleased to offer an award of \$25754.32 to your responsible unit to offset your recycling program costs during the current calendar year. This grant amount is composed of your Basic Recycling Grant + the Recycling Consolidation grant if you applied and are eligible. Remember that the total grant amount may not exceed projected net eligible costs as stated in your grant application.

Basic Recycling Grant Award	\$25754.32
Recycling Consolidation Grant Award	\$0.00

Calculating Your Basic Recycling Grant

Your Basic Recycling grant amount was determined as prescribed by Wisconsin Statutes:

- 1- We identify your RU percentage of total available funds from 1999, then
- 2- We apply that percentage to the total available grant appropriation (\$19,000,000).

Calculating Your Recycling Consolidation Grant

Per Wisconsin Statutes, the consolidation grant awards are calculated on a per capita basis. A total of **213** Responsible Units applied for this grant by the deadline and are eligible to receive this grant. The total population of all those eligible applicants is **4,072,336**. The Legislature provided \$1M for this program. So, the per capita rate is **\$0.245** per person in each Responsible Unit ($\$1,000,000 \div$ by population = \$0.245 per person in eligible RUs).

Timing of Grant Check

The grant award payments will be issued as one check per responsible unit on or before June 1, 2024.

Accepting Grant Conditions

By endorsing the grant check, you are accepting this award and you agree to comply with the grant conditions, the program's financial guidelines, and the assurances you signed in your grant application. Grant conditions can be found at the Basic Recycling Grant website under the "RESOURCES" tab:

<https://dnr.wisconsin.gov/aid/Recycling.html>

Important Reminders

- If you spent less than the awarded amount within the current grant year, you will be required to repay the difference between your awarded amount and the actual amount you spent. A separate notification about this will be sent to affected RUs.
- Your Recycling Grant Award is to be used for eligible expenditures directly related to the cost estimates submitted with your grant application—*Estimated Budget Spreadsheet*.
- You will report actual 2024 recycling costs in the *2025 Annual Report of Recycling Program Accomplishments*. This Annual Report is necessary for maintaining continuity of data collection and to determine whether or not your total net eligible recycling costs matched or exceeded your grant award.

We appreciate your efforts to recycle in Wisconsin. Should you have any questions about this or any aspect of the recycling grant program, please contact Wendy Soleska, Grant Manager by e-mail at Wendy.Soleska@wisconsin.gov or by telephone number (608) 852-1358.

Sincerely,

A handwritten signature in blue ink that reads "Jim Ritchie". The signature is written in a cursive, slightly slanted style.

Jim Ritchie,
Director Community Financial Assistance

C. Wendy Soleska – Grant Manager (via e-mail)

Baker Tilly US, LLP
790 N Water St
Suite 2000
Milwaukee, WI 53202
United States of America

T: +1 (414) 777 5500
F: +1 (414) 777 5555

bakertilly.com

May 23, 2024

Mr. Andrew Pederson
Village of Bayside
777 E Wisconsin Ave
32nd Floor
Milwaukee,, WI 53202

Dear Mr. Pederson:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the Village of Bayside (Client, you, your).

Service and Related Report

We will audit the basic financial statements of the Village of Bayside as of and for the years ended December 31, 2024, 2025, 2026, 2027, and 2028, and the related notes to the financial statements. Upon completion of our audit, we will provide the Village of Bayside with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the Village of Bayside, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Combining Statements
- > Budget Comparison Schedules

Mr. Andrew Pederson
Village of Bayside

May 23, 2024
Page 2

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the Village of Bayside's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the Village of Bayside's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Management's Discussion and Analysis
- > Budget Comparison Schedules
- > OPEB - related schedules
- > Pension - related schedules

We will read the following other information accompanying the financial statements to identify any material inconsistencies with the audited financial statements; however, the other information will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information:

- > Introductory Section
- > Statistical Section

Our report does not include reporting on key audit matters.

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America (GAAS). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. A misstatement is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user based on the financial statements. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

Mr. Andrew Pederson
Village of Bayside

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The audit will include obtaining an understanding of the Village of Bayside and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under professional standards.

We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

Our audit will be conducted on the basis that the Village of Bayside's management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- > For the preparation and fair presentation of the financial statements and supplementary information in accordance with accounting principles generally accepted in the United States of America;
- > For the design, implementation, establishment, and maintenance of internal control relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error; and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met and;
- > To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit; and
 - Unrestricted access to persons within the Village of Bayside from whom we determine it necessary to obtain audit evidence

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Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the Village of Bayside complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charge with governance written confirmation concerning representations made to us in connection with the audit.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the Act). Baker Tilly is not recommending an action to the Village of Bayside; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. Any municipal advisory services would only be performed by Baker Tilly Municipal Advisors LLC (BTMA) pursuant to a separate engagement letter between you and BTMA. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services.

Nonattest services that we will be providing are as follows:

- > Financial statement preparation
- > Adjusting journal entries
- > Compiled regulatory report

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.

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Village of Bayside

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- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the annual Financial Report Form to the Wisconsin Department of Revenue. See Addendum A attached, which is an integral part of this Engagement Letter.

Other Documents

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

The Village of Bayside may wish to include our report on these financial statements in an official statement or some other securities offering. You agree that the aforementioned audit report or reference to Baker Tilly will not be included in such offering without our prior written permission or consent. Upon notification, auditing standards will require our involvement with the official statement, and any procedures related to this involvement will be a separate agreement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the Village of Bayside's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the Village of Bayside hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the Village of Bayside's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the Village of Bayside is unable to provide such schedules, information, and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

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Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

<u>Year</u>	<u>Village</u>	<u>Sewer</u>	<u>Form C</u>	<u>Totals</u>
2024	\$ 24,675	\$ 4,150	\$ 1,250	\$ 30,075
2025	25,900	4,360	1,315	31,575
2026	27,200	4,575	1,375	33,150
2027	28,560	4,800	1,450	34,810
2028	29,985	5,050	1,515	36,550

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence and other out-of-pocket expenses related to the engagement. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the Village of Bayside agrees to be responsible for all expenses of collection including related attorneys' fees.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the Village of Bayside, unless otherwise prohibited. In the event we are requested by the Village of Bayside or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the Village of Bayside, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

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Our fees are based on known circumstances at the time of this Engagement Letter. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at the Village of Bayside, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This Engagement Letter currently includes all auditing and accounting standards and the current single audit guidance in effect as of the date of this letter, except GASB 87, 96 and 101.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide the Village of Bayside with any other services you may find necessary or desirable.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre hearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

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Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

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Village of Bayside

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Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the Village of Bayside will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the Village of Bayside violates this nonsolicitation clause, the Village of Bayside agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to Village of Bayside by Baker Tilly ("Online Offering") constitute the entire agreement between the Village of Bayside and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern Village of Bayside's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the Village of Bayside's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without giving effect to the provisions relating to conflict of laws.

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We appreciate the opportunity to be of service to you.

If there are any questions regarding this Engagement Letter, please contact Wendi M. Unger, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. Wendi M. Unger is available at 414 777 5423, or at wendi.unger@bakertilly.com.

Sincerely,

BAKER TILLY US, LLP

Handwritten signature in cursive script that reads "Baker Tilly US, LLP".

Enclosure

The services and terms as set forth in this Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date

ADDENDUM A

We will perform the following services:

1. We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2024. Upon completion of the compilation of the annual Financial Report Form, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the Village of Bayside, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our report on the annual Financial Report Form of the Village of Bayside is presently expected to read as follows:

Management is responsible for the Financial Report Form C for the year ended December 31, 2024 included in the accompanying prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial report form C included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Financial Report form C included in the prescribed form.

The Financial Report Form C included in the accompanying prescribed form is presented in accordance with the requirements of the Wisconsin Department of Revenue, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than this specified party.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

Management's Responsibilities

The Village of Bayside's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the Financial Report Form C included in the form prescribed by the Wisconsin Department of Revenue, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the Financial Report Form C, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

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

**RESOLUTION NO: 24-11
A Resolution to amend the 2024 Annual Program Budget.**

WHEREAS, Resolution 23-20, a resolution adopting the 2024 Annual Program Budget and establishing the 2023 tax levy, was adopted on November 16, 2023;

WHEREAS, the Village of Bayside finds it necessary to amend the Annual Program Budget to be consistent with the Fund Balance Policy; and

WHEREAS, tax levy stabilization fund is being transferred from the Debt Service Fund to Administrative Services fund; and

WHEREAS, there were several uncompleted projects in 2023 that will have carry-over expenses in 2024;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES, that it hereby amends the 2024 Annual Program Budget as indicated below;

Account Number	Description	Decrease	Increase
10-59240-59000	Transfer to Other Funds	648,883	
40-00000-34225	Transfer from General Fund (Police Capital)		129,777
41-00000-34225	Transfer from General Fund (Equipment)		259,553
42-00000-49210	Transfer from General Fund (HRA-OPEB)		259,553
26-59240-59000	Transfer to Other Funds	620,000	
46-00000-49226	Transfer from PS Communication Fund		620,000
30-59240-59000	Transfer to Other Funds	418,272	
42-00000-49210	Transfer from Debt Service		418,272
22-00000-43555	Intergovernmental Grants		25,000
Increase Expenses Per Carry Over			
20-51000-52160	Engineering		13,049
20-51000-58010	Capital Projects		116,629
22-51000-52100	Contractual Services		25,000
22-51000-52160	Engineering		24,148
22-53000-58010	Capital Projects		152,873
26-51000-52360	Licensing and Maintenance		73,867
40-91000-58030	Capital Equipment		53,882
41-91000-58010	Capital Projects		80,794

PASSED AND ADOPTED by the Village Board of the Village of Bayside this 27th day of June, 2024.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom
Administrative Services Director



Committee/Board/Commission Questionnaire

Thank you for your interest in becoming involved with a Village of Bayside Committee, Board or Commission. As you may already know, the Village President recommends all citizen appointments to the Village Board for approval. Please provide them with some information to use when considering your appointment by completing the questions below. Also, you are welcome to attach additional information which may further support your appointment.

Name: (as you like to be addressed) Amy McWilliam

Address: 711 E. Brown Deer Rd Phone #: 414-207-3272

E-Mail: amcwilliam@sbcglobal.net Years as Village of Bayside Resident: 22 yrs

What Village committee(s) are you currently serving on, if any? None

Would you like to be re-appointed? (Circle one) Yes No (NA)

Committee/Board/Commission you are interested in: ① Board of Zoning Appeals
② Public Safety Committee

Why are you interested in serving on this particular group: I love Bayside and it's time for me in my life (kids are older) to use my gifts and talents in my community.

Qualifications for serving on this group: I have a 25+ year career in areas of finance, marketing, sales, operations and leadership. I am currently Director of Operations at BMO Wealth Management leading a large team.

Other Community Involvement: I know my leadership experience and critical thinking will add value day 1.
↳ St. Ben's Community Food Bank, SecurE Futures, Tempo

Occupation/Employer: BMO Financial Services Group

Family Details: (optional) Husband, Thomas McWilliam
Children Patrick (21), George (18), Cecelia (13)

Leisure Activities/ Hobbies: (optional) Gardening, hiking, cooking, biking

Signature: Date: May 7, 2024



Government Finance Officers Association

Award for
Outstanding
Achievement in
Popular Annual
Financial Reporting

Presented to

**Village of Bayside
Wisconsin**

For its Annual Financial Report
For the Fiscal Year Ended

December 31, 2022

Christopher P. Morrill

Executive Director/CEO



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Village of Bayside
Wisconsin**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2022

Christopher P. Morill

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Bayside
Wisconsin**

For the Fiscal Year Beginning

January 01, 2024

Christopher P. Morrill

Executive Director

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

RESOLUTION NO. 24-12

**A Resolution regarding the Wisconsin Department of Natural Resources NR 208,
2024 Compliance Maintenance Annual Report**

WHEREAS, it is a requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file an Compliance Maintenance Annual Report (CMAR) for its wastewater treatment/wastewater collection system under Wisconsin Administrative Code NR 208;

WHEREAS, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR);

WHEREAS, it is necessary to provide recommendations or an action response plan for all individual CMAR section grades (of “C” or less) and/or an overall grade point average (< 3.00);

BE IT THEREFORE RESOLVED by the Village Board of the Village of Bayside that the following recommendations or actions will be taken to address or correct problems/ deficiencies of the wastewater treatment or collection system as identified in the Compliance Maintenance Annual Report (CMAR):

- (1) None

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this twenty-seventh day of June 2024.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Services
Director

STATE OF WISCONSIN
MILWAUKEE COUNTY
VILLAGE OF BAYSIDE

ORDINANCE NO: 24-756

An Ordinance to Create Section 47-41 in Regard to One-Way Streets

The Village Board of the Village of Bayside, Milwaukee County, Wisconsin does ordain as follows:

Section One: Section 47-41 is hereby created to read as follows:

§ 47-41 One-Way Streets

All vehicular traffic shall proceed only in the designated directions upon the following streets, alleys, or portions thereof:

Location

In an easterly direction only on East Standish Place, from Bayside Middle School to North Pelham Parkway.

Section Two: Severability. In the event that any provision of this Ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portions of this Ordinance shall be deemed separate, distinct and independent provisions of the Ordinance and all remaining portions of this Ordinance shall remain in full force and effect.

Section Three. All ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby to such extent repealed.

Section Four. This ordinance shall take effect and be in force after its passage and posting pursuant to law.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside, Milwaukee County, Wisconsin, this twenty-seventh day of June, 2024.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Services
Director

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 24-13

Deleted: 07

	MINIMUM
ARCHITECTURAL REVIEW COMMITTEE APPLICATION	\$75
RESIDENTIAL BUILDING PERMITS	
■ ACCESSORY STRUCTURES (INCLUDES SHEDS AND DECKS), (REQUIRES ARC APPROVAL)	\$125
■ ADDITIONS (\$0.32/SQ. FT) (REQUIRES ARC APPROVAL)	\$125
○ ADDITIONAL PLAN REVIEW	\$100
■ BUILDING PERMIT REFUND	Amount over minimum fee
■ ELECTRICAL PERMIT (\$12/\$1,000)	\$70
■ EROSION CONTROL PLAN REVIEW (if applicant reports monthly)	\$300
○ STAFF INSPECTION (if applicant does not report monthly)	\$50/month
■ FAILURE TO CALL FOR INSPECTION BEFORE OCCUPANCY	\$150
■ FENCES (\$9.50/\$1000)	\$75
■ FOUNDATION REPAIR (\$12/\$1,000)	\$125
■ HVAC PERMIT (\$12/\$1,000)	\$70
■ PLUMBING PERMIT (\$12/\$1,000)	\$70
■ NEW STRUCTURE (\$0.32/SQ. FT)	\$85
○ NEW HOME PLAN REVIEW	\$200
○ ADDITIONAL PLAN REVIEW	\$100
■ RE-INSPECTION FEE	\$75
■ REMODELING (\$12/\$1,000)	\$85
■ REROOFING (\$12/\$1,000)	\$85
■ WINDOWS (\$12/\$1,000)	\$70
■ OCCUPANCY PERMIT, RESIDENTIAL (NEW STRUCTURE OR ADDITION)	\$75
RAZING, RESIDENTIAL (\$85 +.12/SQ. FT.)	\$85
■ RELEASE AND INDEMNIFICATION WAIVER	\$500
■ PERMIT RENEWAL	\$80
■ PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERNATIONS DEEMED MINOR IN SCOPE)	\$85
■ EARLY START (FOOTINGS AND FOUNDATION)	\$190
■ WATER LATERAL – OUTSIDE	\$70
■ WORK INITIATED WITHOUT PERMIT	Double Normal Fees
SEWER LATERAL- OUTSIDE	\$70
■ SWIMMING POOLS (\$11.50/\$1,000)	\$110
■ STATE SEAL	\$50
COMMERCIAL BUILDING PERMITS	
■ BUILDING PERMIT REFUND	Amount over minimum fee
■ ELECTRICAL PERMIT (\$12/\$1,000)	\$75
■ EROSION CONTROL	\$300
○ PLAN REVIEW	\$200/month
○ MONTHLY INSPECTIONS	\$200/month
■ FAILURE TO CALL FOR INSPECTION BEFORE OCCUPANCY	\$150
■ PLUMBING PERMIT (\$12/\$1,000)	\$75
■ HVAC PERMIT (\$12/\$1,000)	\$75
■ NEW STRUCTURES, ADDITIONS (\$0.38/SQ. FT)	\$200

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 24-13

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■ NEW/ADDITION CONSTRUCTION PLAN REVIEW	\$300 + \$75/unit
■ ADDITIONAL PLAN REVIEW	\$150 + \$25/unit
■ RE-INSPECTION FEE	\$150
■ REMODELING (\$12/\$1,000)	\$85
■ OCCUPANCY PERMIT, COMMERCIAL & RESIDENTIAL	\$200/unit
■ OCCUPANCY, TEMPORARY	\$100/30 days/unit
■ PERMIT RENEWAL	\$100
■ RAZING, COMMERCIAL (\$85 + .12/SQ. FT.)	\$100
■ PLAN REVIEW*(PLAN REVIEWER MAY WAIVE FEES FOR ALTERATIONS DEEMED MINOR IN SCOPE)/UNIT	\$150
■ EARLY START (FOOTINGS AND FOUNDATION)	\$275
■ WATER LATERAL - OUTSIDE	\$100
■ SEWER LATERAL- OUTSIDE	\$100
■ BUILDING/HVAC/FIRE SYSTEMS PLAN REVIEW FEES	Per SPS Table 302.31-2
■ PLUMBING PLAN REVIEW FEES	Per SPS table 302.64 & SPS table 302.64-1
■ WORK INITIATED WITHOUT PERMIT	Double Normal Fees

UNENCLOSED STORAGE

■ UNENCLOSED STORAGE PERMIT (DUMPSTER, ROLL-OFF BOX OR OTHER REFUSE RECEPTICLE EXCEEDING 2.5 CUBIC YARDS IN SIZE)	\$50/First 60 days \$60/60 day extension
■ PORTABLE TOILET	\$50/First 60 day \$60/60 day extension

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ADMINISTRATION

■ ANNUAL VACANT PREMISES FEE	\$500
■ COPIES - STANDARD SHEET OF PAPER	\$0.25/page
■ DELINQUENT INVOICE PENALTY CHARGE	1.5%/month
■ ELECTRONIC TAX ROLL	\$25
■ DUBBING AN AUDIO TAPE/CD	\$35
■ NON-SUFFICIENT CHECKS	\$50
■ LEGAL PUBLICATION	\$50
■ REAL ESTATE PROPERTY STATUS FEE	\$25
■ SPECIAL EVENT PERMIT (INCLUDES UP TO 4 BARRICADES)	\$50
■ STOP PAYMENT OF CHECK / Not Sufficient Funds	\$50
■ TRANSIENT MERCHANT PERMIT	\$150
○ EACH PERSON	\$20
■ REUSABLE BAG	\$5
■ TOURIST HOME REGISTRATION	\$300

ALCOHOLIC BEVERAGES & CIGARETTES

■ CLASS "A" FERMENTED	\$100
■ CLASS "B" FERMENTED	\$100
■ CLASS "A" INTOXICATING	\$500
■ CLASS "B" INTOXICATING	\$500
■ OPERATOR'S LICENSE - INITIAL	\$55
■ OPERATOR'S LICENSE - RENEWAL	\$55
■ PROVISIONAL OPERATOR'S LICENSE	\$15
■ PROVISIONAL RETAIL LICENSE	\$40
■ CIGARETTE AND TOBACCO PRODUCTS RETAILER LICENSE	\$100

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**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 24-13

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ANIMALS	
■ ANIMAL FANCIER PERMIT	\$25
■ DOG & CAT LICENSES - 5 MONTHS OF AGE AFTER JULY 1- ALTERED	\$6
■ DOG & CAT LICENSES – 5 MONTHS OF AGE AFTER JULY 1-UNALTERED	\$12
■ DOG & CAT LICENSES - NEUTERED OR SPAYED	\$12
■ DOG & CAT LICENSES - UNALTERED	\$24
■ DOG & CAT LICENSES – PAID AFTER 3/31-ALTERED	\$18
■ DOG & CAT LICENSES – PAID AFTER 3/31-UNALTERED	\$36
■ GROOMING ESTABLISHMENTS	\$100
■ KENNEL PERMIT	\$100
■ PET SHOPS	\$100
■ CHICKEN/BEEKEEPING PERMIT	\$100
■ ANNUAL RENEWAL	\$50

PUBLIC WORKS	
COLLECTIONS	
■ SAME DAY CALLBACKS FOR GARBAGE, RECYCLING, AND YARD WASTE	\$45
■ ADDITIONAL GARBAGE CONTAINER PERMIT - ANNUAL	\$103.50
■ GARBAGE/RECYCLING/YARD WASTE CART	\$80
■ USED GARBAGE/RECYCLING/YARD WASTE CART	\$40
■ GARBAGE/RECYCLING/YARD WASTE CART RENTAL (PER WEEK)	
○ FIRST CART PER WEEK	\$40
○ EACH ADDITIONAL CART PER WEEK	\$25
■ ONE TIME UP THE DRIVE PICKUP COLLECTION FEE	\$50
■ ANNUAL UP-THE-DRIVE GARBAGE AND RECYCLING COLLECTION SERVICE PER HOME, WITHOUT EXCEPTION	\$1,202.94

SEWER	
■ SANITARY SEWER USER CHARGE	\$536
■ SEWER CONNECTION /RE-CONNECTION CHARGE	\$5,912.50

STORMWATER	
■ CULVERT REPLACEMENT (WITHIN ROAD PROJECT)	\$750
■ CULVERT REPLACEMENT (NOT WITHIN ROAD PROJECT)	\$1,500
■ PRIVATE CULVERT REPLACEMENT PERMIT	\$100
■ IMPERVIOUS SURFACE PERMIT	\$100
■ SECTION 104-9 DISCHARGE COMPLIANCE – EXPOSED STONE FINISH	
○ 24 INCHES DEEP (FOUR FEET WIDE - \$85/LINEAR FOOT)-OUT OF NETWORK (MIN. OF 10 FT.)	\$850
○ 24 INCHES DEEP (FOUR FEET WIDE - \$65/LINEAR FOOT)-IN NETWORK	\$650
■ SECTION 104-9 DISCHARGE COMPLIANCE – TOP DRESSED FINISH	
○ 24 INCHES DEEP (FOUR FEET WIDE - \$105/LINEAR FOOT)-OUT OF NETWORK	\$1,050
○ 24 INCHES DEEP (FOUR FEET WIDE - \$85/LINEAR FOOT)-IN NETWORK	\$850
■ STORMWATER MANAGEMENT REVIEW	\$250 + actual costs
■ STORMWATER USER CHARGE	\$264

SERVICES	
■ CUTTING OF GRASS/DPW LABOR SERVICES RATE	\$92.70/first hour,

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 24-13

Deleted: 07

	\$30/15 minutes thereafter
■ MULCH DELIVERY FEE (WITHIN VILLAGE)	
○ 5 YARDS	\$100
○ 10 YARDS	\$170
○ 15 YARDS	\$250
○ 20 YARDS	\$315
○ 25 YARDS	\$375
■ MULCH DELIVERY FEE 5 MILE RADIUS OUTSIDE OF VILLAGE-LABOR AND EQUIPMENT	\$200/5 yards
■ LOADING FEE	\$75
■ MAILBOX REPLACEMENT PROGRAM	\$200
■ NO PARKING SIGNS	\$40
■ SPECIAL PICKUP (2 PERSON CREW, 20 MINUTES) ADDITIONAL TIME BEYOND 20 MINUTES BILLED AT DPW LABOR SERVICES RATE THEREAFTER	\$80
■ YARD WASTE PROHIBITED MATERIAL DISPOSAL	\$75
■ TELEVISIONS/MONITORS AND OTHER DISPLAY ITEMS RECYCLING FEE	\$90
■ ADOPT-A-TREE	
○ PUBLIC RIGHT-OF-WAY (INCLUDES TREE, INSTALL, MULCH, & INITIAL WATERING)	\$250
○ PRIVATE PROPERTY (INCLUDES TREE ONLY)	\$300
■ RAIN BARREL	\$75
○ RAIN BARRELS (THREE)	\$200
STREETS	
■ RIGHT OF WAY PERMIT	
○ EXCAVATION FEE	\$200
○ RIGHT OF WAY FEE	\$100
■ ROAD BOND FOR NEW HOME CONSTRUCTION (MINIMUM)	\$10,000
■ STREET CUTTING	
○ LESS THAN 100 SQ. FT.	\$400
● BOND FOR STREET CUTTING	\$1,000
○ 100 – 500 SQ. FT.	\$500
● BOND FOR STREET CUTTING	\$3,000
○ OVER 500 SQ. FT.	\$600
● BOND FOR STREET CUTTING	\$5,000
■ TRANSFER OF SOLID FILL	\$250 plus: \$20 per Single Axle Truck \$40 per Multi Axle Truck
WATER	
■ WELL OPERATION FEE AND RENEWAL FEE (EACH VALID FOR 5 YEARS)	\$75/ every five years
EMERGENCY SERVICES	
■ FALSE SECURITY OR FIRE ALARM PENALTIES	
○ ONE AND TWO FAMILY, FIRST FALSE ALARM	Warning
○ ONE AND TWO FAMILY, SECOND FALSE ALARMS	\$70
○ ONE AND TWO FAMILY, THIRD FALSE ALARMS	\$100
○ ONE AND TWO FAMILY, FOURTH FALSE ALARMS	\$130
○ ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$250
○ ALL OTHER PROPERTIES, FIRST FALSE ALARM	Warning

**VILLAGE OF BAYSIDE
FEE SCHEDULE**

RESOLUTION # 24-13

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○ ALL OTHER PROPERTIES, SECOND FALSE ALARMS	\$350
○ ALL OTHER PROPERTIES, THIRD FALSE ALARMS	\$400
○ ALL OTHER PROPERTIES, FOURTH FALSE ALARMS	\$450
○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$550

POLICE	
■ ACCIDENT REPORT	\$6.50
■ DVD/AUDIO	\$15
■ DVD/VEHICLE VIDEO/BODY CAMERA VIDEO	\$35
■ FINGERPRINTING	\$25
■ POLICE SPECIAL EVENTS – COORDINATION AND ATTENDANCE	\$105/hour
■ SERVICE FEE FOR COLLECTIONS FOR OTHER AGENCIES	\$25

SECONDHAND GOODS	
■ RUMMAGE/ESTATE SALE PERMIT	\$15
■ ESTATE SALE SIGNAGE	\$50

SIGNS	
■ SIGN PERMIT – UP TO 25 SQUARE FEET	\$200
■ SIGN PERMIT 25 – 100 SQUARE FEET	\$300
■ SIGN PERMIT – TEMPORARY SIGNS	\$60

ELLSWORTH PARK	
■ BALL DIAMOND RENTAL – RESIDENT	\$50 + \$200 Deposit
■ BALL DIAMOND RENTAL – NON-RESIDENT	\$75 + \$200 Deposit
■ PARK PAVILION RENTAL – RESIDENT	\$50 + \$35 Deposit
■ PARK PAVILION RENTAL – NON-RESIDENT	\$75 + \$200 Deposit
■ TENNIS COURT RENTAL – RESIDENT	\$4/hr
■ TENNIS COURT RENTAL – NON-RESIDENT	\$10/hr

TRAFFIC AND VEHICLES	
■ BICYCLE REGISTRATION	\$10
■ VEHICLE STORAGE	\$20

ZONING	
■ BOARD OF ZONING APPLICATION	\$500
■ BROWN DEER ROAD OVERLAY	\$300
■ COMMUNITY-BASED RESIDENTIAL FACILITIES CONDITIONAL USE	\$300
■ CONDITIONAL USE PERMIT APPLICATION	\$300
■ CONDITIONAL USE PERMIT APPLICATION-MINOR	\$150
■ LAND DIVISIONS/RE-ZONING/CSM/ROW VACATION	\$250
■ HOME OCCUPATIONS	\$40

VILLAGE OF BAYSIDE

FEE SCHEDULE

RESOLUTION # 24-13

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■ OVERLAY USE "D" BUSINESS DISTRICT	\$250
■ PLANNED RESIDENTIAL DEVELOPMENT	\$250
■ PLANNED UNIT COMMERCIAL DEVELOPMENT DISTRICT PETITION	\$500/acre plus cost incurred by Village

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 1100

ORDER: 1101

ISSUE DATE: June 27, 2024

REVIEW DATE: June 7, 2027

LAST REVIEW: June 7, 2024

SUBJECT: POLICY MANUAL ESTABLISHED

PAGE 1 OF 2

I PURPOSE

This order establishes the format and basic organization of the department policy manual. This system is established so that General Orders and Department Directives may be inserted in the manual as they are issued. The table of contents provides a location in the manual for each General Order and provides for the grouping of these General Orders and Directives by general subject areas and titles.

General Orders establish department wide policy, guidelines affecting the implementation of the policy, and rules and regulations. They are issued only by the Chief of Police and provide a basis for lawful actions by all sworn officers and staff members of this department. General Orders do not necessarily contain specific procedures but rather contain general operational guidelines. A General Order is not suitable for information that is likely to change on a regular basis and is developed at the command staff level. Each General Order will be numbered with four numerical digits and approved/issued and/or modified by the Chief of Police.

Appropriate command and supervisory personnel develop Department Directives as a means of establishing procedure, instruction, and supplemental guidelines necessary for the operation of the department or to implement policy. Department Directives are issued with coded numbers that refer to the applicable General Order. The Chief of Police has the sole authority to issue, modify, rescind, or approve Department Directives.

II POLICY

Each individual officer of this department will have the ability to access the entire policy manual online. A hard copy of the manual will be kept in the squad room and with designated administrative personnel. All department personnel will be responsible for familiarity with the contents of all General Orders and Department Directives in effect.

III ORGANIZATION OF THE POLICY MANUAL

The policy manual is divided into chapters by subject area. Each chapter is subdivided into sections that further define the subjects:

Chapter 1- Introduction

This chapter includes a section on the policy manual that sets forth the administrative provisions for the maintenance of the manual.

Chapter 2- Organization

Policies that pertain to the organization provisions and mission of the department.

Chapter 3- Personnel	The first section in this chapter contains general policies that relate to personnel administration. Another section deals with personnel development and standards.
Chapter 4- Rules/Regulations	Policies that establish rules and regulations covering professional conduct, work rules and equipment/uniform requirements.
Chapter 5- Operations	This chapter contains policies relating to police operations. The first sections deal with general field operations followed by sections on special situations.
Chapter 6- Community Relations	This chapter includes policies that relate to special services provided to the community and how the department maintains external relations.
Chapter 7- Administration	This final chapter deals with policies on general administrative matters including office operations and administrative provisions.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 1100

ORDER: 1102

ISSUE DATE: June 27, 2024

REVIEW DATE: June 7, 2027

LAST REVIEW: June 7, 2024

SUBJECT: GENERAL ORDERS AND DIRECTIVES

PAGE 1 OF 4

I. INTRODUCTION

This document sets forth the authority for the issuance of orders, procedures, and other forms of written directives by the Department. Written directive formats are identified and the guidelines for their authorship, acknowledgment and retention are described in this policy.

All forms of written directives will be written with the intent of complying with the terms of all collective bargaining agreements that were in place at the time of its creation.

II. POLICY

Department-wide policy on significant administrative and operational matters, as well as operational guidelines and rules and regulations, will be reduced to writing and published. These documents are referred to as written directives and will vary by importance and purpose.

Department personnel shall comply with written directives. Written directives are titled under the following classifications:

- A. General Orders
- B. Department Directive
- C. Rules and Regulations

III. AUTHORITY

- A. The Chief of Police will have sole authority to issue, modify, rescind, or approve written directives.
- B. The Chief of Police may delegate authority for written directives to supervisory personnel.

IV. DEVELOPMENT AND IMPLEMENTATION GUIDELINES

- A. Written directives will be issued in the appropriate format for each classification for clarification and identification.

- B. Prior policy statements and research material used in the development or revision of an order or department directive will be maintained in a historical file for reference. The Chief will be responsible for maintaining this file.
- C. A Lieutenant will be responsible for the periodic review and revision of written directives as determined by review date or other circumstances that require revision. All written directives will be reviewed every three (3) years at a minimum by the Chief of Police or his designee.
- D. New or revised general orders will be routed to appropriate staff for review prior to implementation. Recommendations will be forwarded to a Lieutenant for review. Department Directives and Rules and Regulations may be reviewed in this same manner if deemed necessary by the Chief of Police.
- E. Upon final approval, general orders and department directives will be posted on the Department's computer network and a copy routed to supervisory personnel for roll call presentation. A notice will be sent to all personnel announcing the new policy or directive. In addition to the network version, a copy of all current policy statements and department directives will be maintained in a policy manual located in the squad room for reference and perusal. An additional manual will be maintained in the Chief's Office.
- F. All personnel will acknowledge receipt of new or revised written directives.

V. **GENERAL GUIDELINES**

- A. All personnel are responsible for reading and understanding written directives. When a new or revised written directive is issued, supervisors are responsible for presenting the directive to personnel under their supervision.
- B. When a member of the department is uncertain as to the meaning or application of a written directive, that member has an affirmative obligation to consult with his/her supervisor or other proper authority for clarification and direction.
- C. When the exercise of discretion is allowed under a policy statement, members of the department should exercise sound judgment in applying criteria if criteria is set forth and, in all cases, must be prepared to set forth justification for their actions.
- D. In all cases, and particularly when unusual or unforeseen circumstances are present, the basic intent of the policy should be considered a major governing factor in determining actions taken.
- D. Where technical discrepancies (i.e. terminology, cross reference, ordinance or statutory citations, etc.) exist, written directives should be construed as applicable to the situation as it exists at the present time.

- F. Any law, ordinance, court ruling or order, or Common Council resolution shall supersede a written directive but only to the extent of a specific conflict.
- G. A member of the department who detects an apparent conflict involving a written directive should, if circumstances permit, bring such a conflict to the attention of proper authority for resolution and correction. If circumstances do not permit such action, every effort should be made to construct the conflicting written directives in such a manner as to eliminate the conflict while preserving the intent of any stated directive. If such construction cannot be made the written directive which was issued most recently should prevail.
- H. When a new written directive is issued under the same index number as a previously issued directive, it replaces, supersedes, and cancels the previous written directive.
- I. A general order is always preeminent to a written directive, regardless of the date issued, unless the directive specifically states intent to preempt all or a portion of general order.

VI. POLICIES

- A. General Orders are issued only by the Chief of Police and provide a basis for lawful actions by all sworn officers and staff members of the Department.
- B. General Orders are long-term orders that remain in full force and effect until rescinded or modified by proper authority. General Orders are issued to all sworn police personnel, and to other employees on an as-needed basis. The contents of General Orders are the responsibility of all personnel to whom they are issued.
- C. General Orders become effective on their date of issuance unless otherwise indicated. General Orders are retained on the Department's computer network available to all personnel in a read-only format. A hard-copy version is also available in the squad room.
- D. When a General Order is issued, supervisors are expected to present the Order to their personnel and ensure proper understanding. All department personnel shall be responsible for information issued as a General Order and are welcome to retain such Orders indefinitely for reference.
- E. General Orders are identified by a four-digit number and subject heading. They will be retained and filed in numerical order and will contain a review date.

VII. DEPARTMENT DIRECTIVES

- A. General Orders are issued by appropriate command personnel as a means of establishing procedure, instruction, and supplemental guidelines necessary for the operation of the organization, or to implement policy.

- B. General Orders must be issued by a command officer with organizational authority appropriate for the subject matter of the directive and reviewed and approved by the Chain of Command to the level of Chief.
- C. Contents shall not conflict with orders issued at a higher level in the organization and shall remain in effect until cancelled or modified by proper authority.
- D. Department Directives are issued with coded numbers, which refer to the sequence of issuance. The first part is the year of issuance, and the second part is the sequence identifier. For example, the directive number 23-01 represents the first directive issued in 2023.
- E. Department Directives will be presented to all sworn personnel and other appropriate employees. Department Directives are retained on the Department's computer network available to all personnel in a read-only format. A hard-copy version is available in the squad room as well as the Chief's Office. Original copies of all Directives shall be forwarded for filing to the Chief of Police.

VIII. RULES AND REGULATIONS

- A. Rules and Regulations are specific standards set by the Department for mandatory compliance and generally do not lend themselves to interpretation or discretion.
- B. Each Rule and Regulation is issued a specific number related to a general topic. Rules and Regulations are retained on the Department's computer network available to all personnel in a read-only format. A hard-copy version is also available in the squad room and Chief's Office.
- C. Rules and Regulations remain in effect until rescinded or modified by the Chief of Police.

IX. OTHER WRITTEN FORMATS

Written reporting formats that do not establish policy, but are used internally by department personnel for correspondence, clarification or direction include:

- A. Memorandum
- B. Department E-mail
- C. Briefing Information

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT		
GENERAL ORDER	SECTION: 1100	ORDER: 1103
	ISSUE DATE: June 27, 2024	
	REVIEW DATE: March 11, 2027	
	LAST REVIEW: March 11, 2024	
SUBJECT: TABLE OF CONTENTS		PAGE 1 OF 5

I. INTRODUCTION

This General Order establishes the titles of General Orders and Department Directives that will be included in the Department Policy Manual. This Table of Contents order will be updated and re-issued annually and provides a reasonably current listing of orders and directives that have been issued. If in the future other additional topic titles are needed, the Chief of Police will add them to this order.

The major chapters remain:

- 1000 = Chapter 1 - Introduction
- 2000 = Chapter 2 - Organization
- 3000 = Chapter 3 - Personnel
- 4000 = Chapter 4 – Rules and Regulations
- 5000 = Chapter 5 – Operations
- 6000 = Chapter 6 – Community Relations
- 7000 = Chapter 7 – Administration

Each specific General Order will be numbered with four numerical digits. The first digit of a general order identifies the appropriate chapter. The second digit of a general order identifies a subject area within the larger chapter. Department directives will consist of four digits. The first two digits will pertain to the year of issuance. Following this number, a dash will appear, then a two-digit number. This two-digit number will identify the sequence of issuance. For example, directive number 24-01 represents the first directive issued in 2024.

Each General Order and Directive will be retained on the Department’s computer network available to all personnel in a read-only format. A hard-copy version is available in the squad room as well as the Chief’s Office. As additional orders and directives are issued, the table of contents will also be changed accordingly and distributed to all affected personnel.

CHAPTER 1 – INTRODUCTION

Section 1100 – Administration of the Policy Manual

- 1101 Policy Manual Established
- 1102 General Orders and Directives

CHAPTER 2 – ORGANIZATION

Section 2100 – General Organizational Provisions

2101 Department Objectives and Organizational Structure

Section 2200 – Special Programs and Units

2201 Medication Collection Program

2202 Commendation Awards

CHAPTER 3 - PERSONNEL

Section 3100 - Personnel Administration

3101 Personnel Records

3102 Job Descriptions

3105 Disciplinary Actions

3106 Internal Investigations

3107 Personnel Selection and Promotions

3108 Investigation of Officer-Involved Shootings

3109 Line of Duty Deaths

Section 3200 – Personnel Development and Standards

3202 Requests for Training

3203 Ride Along Program and Waiver

3204 Firearms Training

3205 Training

CHAPTER 4 – RULES AND REGULATIONS

Section 4100 – Professional Conduct

4101 Rules of Conduct

4102 Profiling

4103 Officer Discretion

4104 Social Media

Section 4200 – Work Rules for Employees

4201 Personal Appearance

4202 Court Appearance

4204 Communications Center – Restricted Access

4205 Personnel Lockers / File Cabinet

Section 4300 – Uniform and Equipment Regulations

4301	Uniforms and Equipment
4302	Firearms
4302.01	Maintenance and Inspection of Duty Sidearm
4302.02	Squad Weapons
4304	Assignment and Use of Vehicles
4305	DRMS Equipment and Property Disposal
4306	Body Armor / Ballistic Helmets
4307	Tourniquets

CHAPTER 5 - OPERATIONS

Section 5100 – General Field Operations

5101	Operation of Police Vehicles
5102	Financial Institution Alarm Response
5103	Operation of Emergency Vehicles
5103.02	Squad Push Bumpers
5103.03	Vehicle Pursuits
5104	Use of Force
5104.01	Electronic Control Devices
5105	Fire and Burglar Alarm Procedures
5106	Towing and Impoundment of Vehicles
5107	Emergency Notifications
5109	Traffic Stops
5110	Accident Reports and Investigations
5111	Criminal Investigations
5112	Crime Victim and Witness Assistance
5113	Anatomical Gifts
5114	Shared Jurisdiction 333 W. Brown Deer Road
5115	Animal Bite Investigations

Section 5200 – Special Situations

5201	Domestic Violence
5201.01	Domestic Violence Lethality Screen
5201.02	Officer Involved Domestic Violence
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By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 2100

ORDER: 2101

ISSUE DATE: June 27, 2024

REVIEW DATE: March 11, 2027

LAST REVIEW: March 11, 2024

SUBJECT: DEPARTMENT OBJECTIVES AND ORGANIZATONAL STRUCTURE

PAGE 1 OF 3

I. PURPOSE

This order consists of principles and values that guide the performance of departmental activity. This order is not a statement of what must be done in a particular situation. It is a statement of guiding principles which should be followed in activities that are directed toward the attainment of Department objectives. The following is composed of general statements concerning the objectives and principles set forth by the Board of Trustees, Village Manager and the Chief of Police.

II. MISSION STATEMENT

The mission of the Bayside Police Department is to serve all persons within our community. Our service shall be rooted in professionalism, respect, courtesy, integrity, dignity and accountability. The members of the Bayside Police Department are men and women of character and compassion. We value ethical behavior, competency, and a strong work ethic among our members.

We are proud to serve the Village of Bayside and the citizens who live, work and play here.

The above Mission Statement will be reviewed by the Chief of Police on a regular basis but not to exceed (5) five years.

III. THE LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

IV. ORGANIZATIONAL STRUCTURE

The organizational structure of the Police Department is designed to create an efficient means to accomplish the mission and goals and to provide the best possible service to the public.

A, The Bayside Police Department is comprised of the following ranks:

1. Chief of Police
2. Lieutenant
3. Police Officer
4. Public Safety Administrative Assistant

B. The Chief of Police is responsible for administering and managing the Bayside Police Department. There are two divisions in the Police Department:

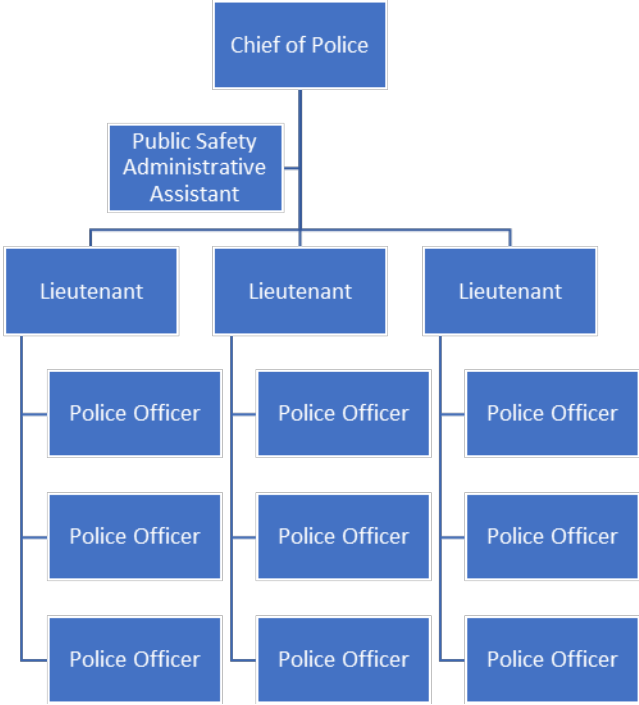
1. Administration Division

- a. The primary function of the Administration Division is to provide general management, direction, and control for the Police Department.
- b. This division consists of the Chief of Police and the Public Safety Administrative Assistant.

2. Operations Division

- a. The primary function of the Operations Division is to provide law enforcement services to the Village of Bayside, that include, but are not limited to uniformed patrol, traffic enforcement, criminal investigative services, and special operations.
- b. This division consists of three Lieutenants, and nine Police Officers assigned across three shifts to provide law enforcement services 24-hours a day to the Village of Bayside.

c. Below is the current organizational chart for the Bayside Police Department.



By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 2200

ORDER: 2201

ISSUE DATE: June 27, 2024

REVIEW DATE: March 12, 2027

LAST REVIEW: March 12, 2024

SUBJECT: MEDICATION COLLECTION PROGRAM

PAGE 1 OF 2

I. PURPOSE

The purpose of this order is to establish a procedure for the proper collection and destruction of medicines collected by the Bayside Police Department.

II. POLICY

The Bayside Police Department recognizes that the abuse of pharmaceuticals is a serious health and social problem. The Bayside Police Department also recognizes the improper disposal of prescription as well as over the counter medications as a threat to our environment. The Bayside Police Department will accept medications from the public, properly secure them, and ultimately arrange for the proper disposal of the medications. The Bayside Police Department has received authorization from the U.S. Drug Enforcement Agency to act as a collection point for accepting medications.

III. DISCUSSION

The Bayside Police Department must frequently deal with the results of drug abuse. The Department recognizes that the diversion of pharmaceuticals is a significant problem. The Medicine Collection Program is one component in our strategy to fight the war on illegal drugs. We are committed to reducing both the supply and demand side of the problem.

IV. PROCEDURE FOR COLLECTION OF MEDICATION

- A. Expired and unwanted prescription and non-prescription medications can be turned into the Bayside Police Department at anytime. Businesses must contract for private disposal. Other special collection dates may be established by the Village of Bayside.
- B. Medications may be dropped off in the Bayside Police Department lobby via the collection drop box 24 hours a day 7 days a week. Medications too large to fit into the drop box may be left with an Officer and placed into a box for acceptance. All medications will be dropped off anonymously. Instructions for accepted and non-accepted medications will be posted in the lobby near the drop box. The Police Department Lobby where the drop box is located is

monitored with a camera surveillance system and monitored 24 hours a day. Property Room Officers, accompanied by the Chief of Police will periodically check the contents of the drop box and Communications area for medication drop offs.

- C. Officers should always be wary of possible hazards when medications are handled in a closed container or bag. Always ask if there are any needles in the container and check to make sure there are no unwanted items being accepted. In addition to needles, other unacceptable items are hand creams, shampoos, soaps, beauty aids, and general household items. Prescription strength medication as well as over the counter medicines and pet medications are acceptable. The medications do not have to belong to the person delivering them; all will be accepted as long as they fall under the general guidelines of acceptance.

V. DISPOSAL

- A. The medication collection drop box shall be double locked, with one key held by the Chief of Police and the other key held by the Property Room Officers.
- B. An authorized Property Room Officer shall be responsible for emptying the contents of the medication collection drop box.
- C. The medication collection drop box shall be emptied by a Property Room Officer, witnessed by the Chief of Police.
- D. The contents from the medication collection drop box shall be taken to the evidence vault by an authorized Property Room Officer and the Chief of Police, where the contents shall be prepared for destruction.
 - 1. Neither the Property Room Officer nor the Chief of Police shall be alone in the evidence vault while the disposable prescription medication is prepared for destruction.
 - 2. The contents collected from the medication collection drop box shall be weighed and logged on the medication collection disposal spreadsheet. This spreadsheet shall be kept inside of the locked medication storage cage within the evidence vault.
- E. The disposable prescription medication shall be contained in a box and blue bag as provided by the Drug Enforcement Administration for disposal. Once the box has been filled, it shall be sealed for future transport. The sealed box shall be sealed a second time with evidence tape. The evidence tape shall be initialed by the Property Room Officer and the Chief of Police.
- F. The sealed box shall be weighed and marked before being stored in the locked medication storage cage that is within the evidence vault. The cage shall be double locked, with one key held by the Chief of Police and the other held by the Property Room Officers.
- G. The collected medications shall be turned over biannually to the Drug Enforcement Administration for disposal.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 2200

ORDER: 2202

ISSUE DATE: June 27, 2024

REVIEW DATE: March 12, 2027

LAST REVIEW: March 12, 2024

SUBJECT: COMMENDATION AWARDS

PAGE 1 OF 2

I. PURPOSE

The Bayside Police Department will recognize exceptional performance by its members and the public through a formal awards system. Distinguished service, above and beyond the normal expectations, bestows honor on both the individual and the agency and it is appropriate that such a performance be formally recognized.

II. AWARD LEVELS

A. Award of Honor

The Award of Honor recognizes an employee who knowingly performs a courageous act under imminent personal risk to life.

B. Award of Valor

The Award of Valor recognizes an employee who knowingly performs a courageous act under personal hazard to life and safety.

C. Lifesaving Award

The Lifesaving Award recognizes an employee for rendering aid to another person to save that person's life.

D. Excellence Award

The Excellence Award recognizes an employee who displays exceptional skills, initiative, and professionalism in the performance of their duties. This award may be received for an employee's actions in a single incident or in recognition of continued excellence in a specific area, where the employee's actions and devotion to duty reflect highly upon the employee and the Department.

E. Citizen Merit Award

The Citizen Merit Award recognizes a civilian whose actions and initiative were instrumental in assisting the Department in an investigation or other matter that benefits the safety of the community.

III. RECOGNITION PROCEDURES

- A. Any employee can recommend an officer or civilian for an award by documenting the circumstances of the incident, the award level requested, and reason for the award in a memorandum or email addressed to their supervisor.
- B. The supervisor will review the circumstances and forward their recommendation to the Lieutenant for review and approval. The Chief of Police will have final authority for consideration of an award.
- C. Approved awards will generally be presented at roll call by a supervisor. Citizen Merit Awards may be presented in the same fashion. A copy of the award will be retained in the officer's personnel file.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3100

ORDER: 3101

ISSUE DATE: June 27, 2024

REVIEW DATE: March 12, 2027

LAST REVIEW: March 12, 2024

SUBJECT: PERSONNEL RECORDS

PAGE 1 OF 2

I. INTRODUCTION

This order is intended to provide guidelines on the storage and maintenance of personnel records within the Bayside Police Department. Personnel records will be maintained on all persons who perform services on behalf of the department as an employee. Personnel records will be maintained on past and present employees both sworn and civilian for an indefinite period as a historical record of an employee's job descriptions, attendance, experience and other work related information.

II. CONTENTS OF PERSONNEL RECORDS

Personnel records shall be maintained in a single comprehensive folder and contain but not be limited to the following information:

- a. Employment and Assignment Data
- b. Qualifications, Licenses and Certificates
- c. Training Documentation
- d. Evaluation and Performance Records
- e. Commendations and Awards
- f. Promotional Information and Applications
- g. Any Disciplinary Action
- h. Personal Information and Emergency Contact Information
- i. Misc. Employer and Employee Correspondence
- j. Any Grievances Filed by the Employee

III. RETENTION OF PERSONNEL RECORDS

- A. **Personnel Files** – These files will be maintained in Village Hall and under the control of the Director of Administration as allowed by the Village Manager.
- B. **Medical Records** – These records will be maintained in Village Hall and under the control of the Director of Administration as allowed by the Village Manager.
- C. **Village Employment and Payroll Records** – These files will be maintained in Village Hall and under the control of the Director of Administration as allowed by the Village Manager.

IV. INSPECTION OF PERSONNEL RECORDS

Section 103.13 of the Wisconsin Statutes currently applies to access to personnel records. The statutes provide an employee or his/her representative the opportunity to inspect their respective records twice on an annual basis. Certain information that pertains to other employees, examinations, future plans and reference or background checks may be withheld. A supervisor of this department must be present during your inspection of your records. The law also provides the employee the opportunity to forward a written statement setting forth your interpretation or position of any item contained in the file. For additional information and details regarding this procedure contact a member of the administrative staff.

Wisconsin's Open Records Law also applies to municipal level personnel files. Each individual request will be evaluated based on the so called "balancing test" which requires the notion of presumption of public interest in access to public records be balanced against another public interest in determining whether to release records. Court cases and opinions pertaining to personnel records are varied. Although limited access to personnel records is held in high regard in this department, there is no guarantee information contained in any department personnel record will be kept confidential.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3100

ORDER: 3102

ISSUE DATE: June 27, 2024

REVIEW DATE: March 12, 2027

LAST REVIEW: March 12, 2024

SUBJECT: JOB DESCRIPTIONS

PAGE 1 OF 2

I. INTRODUCTION

Each position within the Bayside Police Department consists of specific responsibilities and tasks that vary to certain degrees. These positions when illustrated on an organizational chart portray the organizational hierarchy. This hierarchy consists of positions that may vary in number and additionally have their own unique responsibilities in helping the organization achieve its goals and objectives.

II. PURPOSE

The purpose of this order is to identify job classifications, job titles and specific positions within this organization. The duties and responsibilities of each specific position within the agency are documented on each job description and guides that position. Individual job descriptions are used in the administration of performance evaluations and are available to all personnel upon request. Copies of the various job descriptions are attached to this Order for review.

III. RESPONSIBILITY OF COMMAND

The Chief of Police has full control over all department activities. In the absence of the Chief of Police, the chain of command shall be by rank and shall follow organizational lines. The administration and supervision of the department shall be carried out by means of delegated authority from the Chief of Police through the chain of command. In order to achieve effective direction, coordination, and control, supervisory personnel shall be accountable for the performance of employees under their immediate control. Each employee should be able to identify one supervisor to whom the employee is accountable to at any given time. In the absence of that supervisor, the next ranking officer (by seniority) in the chain of command may act on behalf of that supervisor should immediate action be necessary. The current chain of command is as follows:

1. Chief of Police
2. Lieutenant
3. Police Officer

Supervisory personnel shall ensure that all orders or directives from higher-ranking officers are enforced and disseminated to other supervisors and the officers under their command. All members of the police department shall be accountable for the use of delegated authority. Although the ultimate responsibility rests with the delegating authority, each member is accountable for his or her individual actions.

IV. JOB DESCRIPTIONS

All job descriptions related to positions within the Police Department are maintained by the Office of the Village Manager. Employees of the Police Department can access and review their respective job descriptions through the Neogov website for the Village of Bayside, under the Onboarding section.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3100

ORDER: 3105

ISSUE DATE: June 27, 2024

REVIEW DATE: March 18, 2027

LAST REVIEW: March 18, 2024

SUBJECT: DISCIPLINARY ACTIONS

PAGE 1 OF 3

I. INTRODUCTION

Disciplinary actions refer to administrative actions taken by supervisory personnel in the course of their duties that relate to the conduct and performance of members of this department. They include various forms of discipline, but do not include routine entries to a department member's performance evaluation file. This General Order provides guidelines for disciplinary actions taken by supervisory members of this department. All action taken pursuant to this General Order will be in conformity with existing labor agreements, Village Ordinances, Village Policy, and State and Federal Law(s).

II. POLICY

It is the policy of the Bayside Police Department to impose cautionary and negative disciplinary sanctions in a fair and impartial manner and to provide an adequate appeal procedure to insure the legal rights of all department members are protected.

III. DEFINITIONS

- A. **DISCIPLINE** – “Discipline” is defined as “training, through valid observation and documentation to cause members to act in accordance with rules and regulations”. This may involve a variety of cautionary and negative procedures and sanctions that are enacted for the purpose of identifying employee performance or action that is below standard or otherwise represents a violation of departmental rules, procedures, policy and/or practices. The purpose of discipline is to promote proper action and conduct by thereby influencing future conduct and action of the involved member or other employees for the benefit of this department and the general welfare of this community.
- B. **DISCIPLINARY REPORTS** – Supervisory personnel are required to report any noteworthy infraction of a department rule or regulation when recognized in a member's actions, conduct or performance. Further, if a member of this department fails to comply with an established department procedure or policy in significant fashion without acceptable justification, supervisory personnel shall report such a situation. Disciplinary reports may include any of the following recommended levels of discipline:
1. Verbal Reprimand and Counseling
 2. Written Reprimand / Counseling Statement
 3. Suspension from Duty
 4. Demotion
 5. Dismissal from Employment

IV. CRITERIA FOR DISCIPLINARY ACTIONS

The criteria that follows is intended as a guideline for application of disciplinary actions. The overall governing doctrine shall be that of progressive discipline. The specific guidelines enumerated below are supplemental to progressive discipline.

- A. **Progressive Discipline**, as a rule, means less severe discipline when the action giving rise to the need for discipline is relatively isolated or is the first such occurrence of an infraction. More severe discipline will be applied if the actions giving rise to the need for discipline are serious, occur in relative proximity to other disciplinary matters or represent second or subsequent similar infractions.
- B. **Counseling and Instruction** are not documented disciplinary actions but may indicate an employee receiving notice and a clear understanding of what constitutes proper conduct. There may be reference to counseling as a disposition to a citizen complaint or a disciplinary proceeding.
- C. **Counseling Statements** are documented on the appropriate department form in the event they are needed for future reference. This disciplinary action is the lowest level of formal discipline.
- D. **Formal Letters of Reprimand** and/or **Administrative Suspensions** are formal notices of disciplinary action signed by the Chief of Police that become part of an employee's personnel file. Letters of Reprimand and Administrative Suspensions may be issued without a prior verbal reprimand when the action giving rise to discipline is determined to be serious. Suspensions without pay are considered a higher level of discipline and subsequent suspensions of increasing duration are consistent with the concept of progressive discipline. A suspension is an appropriate level of discipline under one or more of the following conditions.
 - 1. As discipline for an action that had or may have a significant impact on the efficiency or operation of the department.
 - 2. As discipline for multiple infractions arising from the same or similar circumstances.
 - 3. As discipline for a third or subsequent infraction for which a verbal and written reprimand had previously been issued within reasonable proximity.
- E. **Demotion and Termination** are disciplinary actions based on the filing of formal charges as a result of a hearing and/or question and answer session conducted for the purpose of reviewing a disciplinary matter. The Chief of Police will make the decision to terminate or demote based on information obtained and will generally be sought when one or more of the following conditions exist.
 - 1. Discipline is sought for conduct that is a criminal offense.
 - 2. As discipline for conduct that is willful, malicious or is likely to have a significant detrimental effect on the efficiency or operation of the department.
 - 3. Lesser forms of discipline have failed to correct or prevent subsequent infractions.

V. AUTHORITY TO TAKE DISCIPLINARY ACTIONS

- A. **First-Line Supervisors (Shift Commander)** – Because of their close working relationship with other department members, first-line supervisors have primary responsibility for initiating negative disciplinary actions. First-line supervisors should initiate a confidential memo to an administrative staff member in all cases where they have firsthand knowledge or credible documentation to support the action. If such an incident or issue is disciplinary in nature and warrants an internal investigation, the Chief of Police will assign a supervisory member of this department to the investigation consistent with General Order 3106 regarding internal investigations.

- B. **Administrative Staff Members (Lieutenant)** – Administrative Staff Members may initiate disciplinary action if the circumstances fall more appropriately within their jurisdiction. Examples may be acts occurring while on special assignment, involved in an activity under jurisdiction of another department or during training activities which measure a member's required proficiency or skill level.

VI. CONCLUSION

All disciplinary actions shall conclude with a determination of cause and will be included with the action as:

- A. Proper Conduct
- B. Improper Conduct
- C. Policy Failure
- D. Insufficient Evidence
- E. Unfounded Complaint

Documentation of disciplinary actions shall be maintained by the Chief of Police in a secure area to protect the confidentiality of information contained therein.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3100

ORDER: 3106

ISSUE DATE: June 27, 2024

REVIEW DATE: March 18, 2027

LAST REVIEW: March 18, 2024

SUBJECT: INTERNAL INVESTIGATIONS

PAGE 1 OF 3

I. INTRODUCTION

Internal investigations are an essential aspect of police administration. The proper conduct of such investigations not only preserves public confidence in police officers, but also ensures that the rights of members of the department are protected throughout the process. This order is intended to augment applicable federal and state law as well as current labor agreements covering members who are the subject of investigations. Conflicts between this order and any of the above requirements or court interpretations of those requirements shall be resolved in favor of prevailing law.

II. POLICY

This department will conduct an internal investigation of incidents or complaints involving information from internal or external sources alleging serious misfeasance, malfeasance, and nonfeasance by department employees. Internal investigations shall ensure the integrity of the department through a process where objectivity, fairness, and justice are assured through impartial investigation and review. The maintenance of public trust and confidence is dependent upon the ability of the agency to investigate and properly adjudicate complaints against its employees.

While conducting such investigations, proper care shall be taken by those responsible to adhere to established Federal Laws, State Statutes and mandates set forth in any labor agreements entered into by department members and the Village of Bayside. Confidentiality shall govern the activity of all personnel, civilian and sworn, involved in the investigation.

III. RESPONSIBILITY

A. The Chief of Police is responsible for:

1. Determining whether an internal investigation should be initiated.
2. Assigning, supervising and controlling the investigation of alleged or suspected misconduct within the department and maintaining the confidentiality of the internal affairs investigations and records to the extent allowed by law.

B. Employees will be notified when they have become the subject of an internal investigation by the officer assigned to conduct the investigation. The department will issue the employee a written statement of the allegations and the employee's rights and responsibilities relative to the investigation. The timing of this notice shall be subject to the discretion of the officer conducting the investigation.

- C. The individual assigned to the investigation is designated as the department's liaison with the District Attorney or Village Attorney's office in any investigations involving alleged criminal conduct on the part of an employee.
- D. Records pertaining to internal investigations and disciplinary actions will be maintained in a secure area by the individual assigned to conduct the investigation. Upon the completion of the investigation, all records will be turned over to the Chief of Police.

IV. ADMINISTRATIVE REASSIGNMENT OR SUSPENSION

When the nature of the allegations against a member of the department is of such a nature as to meet at least one of the following conditions as determined by the Chief of Police, that member shall be either suspended from regular duties or reassigned to duties which remove concerns posed by these conditions:

- 1. The member would be unable to effectively perform that member's normal duty.
- 2. That if true, the allegations suggest the possibility of danger to the public or other officers.
- 3. That if the member continues in their regular assignment, a current investigation or the department's general efficiency or integrity would be compromised.

An action under this section should not be construed as being the result of any investigative finding or part of department discipline. If upon conclusion of the internal investigation no charges are filed or other disciplinary action taken, the member shall return to the same status and assignment as existed before this action.

V. INVESTIGATIONS

- A. The Chief of Police will designate an officer of at least supervisory rank to conduct an internal investigation. If the complaint involves the Chief of Police, the complaint will go directly to the Village Manager for review.
- B. When deemed appropriate, the Chief may designate a person **or** agency outside the department to conduct the investigation.
- C. The department will attempt to complete internal investigations within 30 days. Status reports should be provided to the Chief of Police every seven days on those investigations requiring more than one week to complete.
- D. Medical or laboratory examinations administered in conducting internal investigations will be handled in the manner defined in any existing department directives, labor agreements and state and/or federal law.
- E. An employee's participation in any line-up, polygraph testing, or the submission of financial disclosure statements, will be governed by existing legal requirements, case law, and voluntary agreements.
- F. Photographs of employees may be utilized in conducting internal affairs investigations.

VI. EMPLOYEE RIGHTS AND OBLIGATIONS

- A. Employees who are the subject of an internal investigation are entitled to all the legal rights and privileges guaranteed by the laws of this state, any collective bargaining agreement, and the Constitution of the United States.
- B. Employees refusing to testify or answer questions specifically directed and narrowly related to the performance of their official duties or their fitness for duty will be subject to departmental charges involving insubordination which could result in dismissal from the police department. If the employee does answer questions under threat of disciplinary action, neither the statements nor any information or evidence that is gained by reason of such statements can be used against the employee in any subsequent criminal proceeding. However, these statements may be used against the employee in relation to subsequent departmental charges. Refer to attached advisement form.
- C. An employee who has been relieved of duty pending the outcome of an internal investigation will report to the department when requested to do so and will make him/herself available **upon reasonable notice** to the investigator at all reasonable times.
- D. Interviews and interrogations shall be conducted at reasonable times and for reasonable duration. Employees may consult with legal counsel and/or union representative prior to making a verbal or written statement, but all statements required under this investigation must be made by the employee.
- E. An employee who has been the subject of an internal investigation will be advised of the outcome and any recommendations concerning the allegations upon completion of the investigation. If punitive action is to be taken, the employee will be advised of the reason, scope and effective date of the action.
- F. In some instances, the nature of allegations against a member of the department will be of a sufficiently minor nature to permit an investigation by the member's immediate supervisor. These investigations are subject to review and approval by the Chief of Police or ranking officer designated for that purpose.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3100

ORDER: 3107

ISSUE DATE: June 27, 2024

REVIEW DATE: March 18, 2027

LAST REVIEW: March 18, 2024

SUBJECT: PERSONNEL SELECTION AND PROMOTIONS

PAGE 1 OF 3

I. PURPOSE

To establish guidelines for the selection and promotion of police officers for the Village of Bayside.

II. POLICY

To hire and promote the best qualified candidates through the use of professional personnel practices. All procedures used to evaluate candidates will be job related and non-discriminatory. The Village of Bayside is an Equal Opportunity Employer.

III. POLICE CHIEF AUTHORITY

The Chief of Police shall be responsible to the Village Manager for the proper administration of the activities and operations of the Department pursuant to Wisconsin Statutes, ordinances and resolutions of the Village Board, and policies established by the Village Board. Whenever the Chief deems such action necessary or desirable for the good of the Department, with approval from the Village Manager, to appoint members of the Police Department.

IV. SELECTION PROCESS

- A. The Chief of Police is responsible for administering the selection process established by the Village Manager.
- B. All elements of the selection process will be administered, evaluated and interpreted in a fair and uniform manner. Applicants must meet the minimum qualifications as defined in the position description prior to completion of the selection process.
- C. The Chief of Police is responsible for developing a protocol specifying application procedures, advertising techniques, any vendors employed for conducting tests, the passing score for scored tests, and any other specifications that are deemed necessary to assure a process which fully conforms with the law, and which readily identifies the most qualified applicants.
- D. These application procedures will include:
 1. Employment announcements should be advertised through electronic, print or other media and should contain the following information:
 - a. A statement indicating the Village of Bayside is an Equal Opportunity employer.

- b. A description of duties, responsibilities, requisite skills, education level, and other minimum qualifications or requirements. Notice to refer to the Village website, which contains this information, will suffice this requirement.
 - c. The application filing date.
- 2. Initial interviews
- 3. Follow-up interviews
- 4. Final interview with Village Manager and Command Staff.
- E. Upon completion of the selection process the Chief of Police or his designee will prepare an eligibility list.

The Chief of Police may select an applicant(s) from the eligibility list and extend a conditional offer of employment. The offer of employment is subject to the candidate's successful completion of the following:

- 1. Medical exam and Physical Capacity Evaluation.
- 2. Psychological exam.
- 3. Background Investigation, to include:
 - a. Verification of qualifying credentials.
 - b. Review of any criminal and traffic record.
 - c. Verification of at least three personal references.
 - d. Interview of past employers.
 - e. Final approval by the Village Manager.
- F. Candidates are to be notified in writing of the next step in the selection process for which they are qualified to participate in.
- G. All selection materials are to be stored in a secure area when not in use and if disposed of, in a manner that prevents disclosure of the information within.

V. PROMOTION PROCESS

- A. When applicable, the promotional process will be administered in accordance with the Collective Bargaining Agreement.
- B. For positions not protected by the Collective Bargaining Agreement, the Chief of Police has the authority to devise and implement the promotional process. The steps in the process are, subject to applicable state and federal law, and subject to approval by the Village Manager.
- C. The Chief has the authority to make an appointment for a position not protected by the Collective Bargaining Agreement. This appointment is subject to approval by the Village Manager.

- D. For positions protected by the Collective Bargaining Agreement, The Chief of Police shall post a written promotion announcement, to include:
1. Identification and description of the position that is intended to be filled through promotion.
 2. Specification of the requirements for participation in the promotional process.
 3. Description of the selection process to be used.
- E. Candidates will be advised in writing of the dates, times, and locations for all elements of the promotional process.
- F. Candidates regularly scheduled to work during a testing procedure shall be allowed to participate while on duty.
- G. Upon completion of the promotional process, the Chief of Police or his designee will prepare an eligibility list. The Chief of Police may promote a candidate from the eligibility list and decide how long that list will remain active.
- H. The Chief of Police shall post a written announcement identifying those candidate(s) promoted and the effective date of promotion.
- I. All promotion materials are to be stored in a secure area in a manner that prevents disclosure of the information within. Candidates may review their scores upon completion of the promotional process by requesting a meeting with the Chief of Police or his designee.
- J. All employees, upon initial hire or upon promotion, will be provided with compensation, benefits, and conditions of work information relative to their position.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3100

ORDER: 3108

ISSUE DATE: June 27, 2024

REVIEW DATE: April 18, 2027

LAST REVIEW: April 18, 2024

SUBJECT: OFFICER-INVOLVED CRITICAL INCIDENTS

PAGE 1 OF 7

I. Purpose

To provide guidelines for the investigation of officer-involved death and critical incidents in compliance with Wisconsin Statute 175.47.

To provide guidelines for the investigation of deadly force incidents that did not result in death or other incidents where serious injury has resulted from an officer's actions.

II. WI. Statute 175.47

- A. "Officer-involved death" means a death of an individual that results directly from an action or an omission of a law enforcement officer while the law enforcement officer is on duty or while the law enforcement officer is off duty but performing activities that are within the scope of his or her law enforcement duties.
- B. WI. Statute 175.47 requires an investigation conducted by at least two investigators, one of whom is the lead investigator and neither of whom is employed by a law enforcement agency that employs a law enforcement officer involved in the officer-involved death.
- C. The investigation of traffic incidents resulting in death requires the use of a crash reconstruction unit from a law enforcement agency that does not employ a law enforcement officer involved in the officer-involved death being investigated.
- D. The investigators conducting the investigation shall provide a complete report to the district attorney of the county in which the officer-involved death occurred. If the district attorney determines there is no basis to prosecute the officer involved in the officer-involved death, the investigators conducting the investigation shall release the report.

III. Officer-Involved Critical Incident Investigations in Milwaukee County

Milwaukee County law enforcement agencies have entered into a Memorandum of Understanding to provide for the investigation of officer-involved deaths and critical

incidents resulting in injury that may result in death and have established a standard operating procedure for such investigations. This policy addresses the requirements of the standard operating procedures.

If the officer-involved death or critical incident being investigated is traffic related it shall be investigated by an outside agency.

The Department will participate in the Milwaukee Area Investigative Team (MAIT). Department personnel will be assigned to the MAI Team to assist in the investigation of officer-involved critical incidents for other Milwaukee area law enforcement agencies when requested.

Because officer-involved death investigations and critical incidents may cover multiple jurisdictions and because each jurisdiction may have different requirements concerning the taking of statements from officers, the lead investigator will work with the involved agency's supervision to ensure that the agency's policies are followed. It is also recognized that police officers who are involved in officer-involved death and critical incident investigations retain certain constitutional rights which must be respected.

IV. Policy

- A. A Department supervisor will be responsible for conducting an initial investigation of all officer-involved death incidents.
- B. If a Bayside officer is involved in an officer-involved death or critical incident, the Chief of Police, or his/her designee, will be responsible for activating the MAI Team to conduct a criminal investigation of the incident. An administrative review of the incident will be conducted by Department personnel independent of the criminal investigation.

Requests to activate the MAIT to conduct the criminal investigation will be made by calling the Milwaukee Police Department Technical Communications Division at (414) 935-7472.

- C. Once the MAIT has been activated, the team has exclusive authority concerning the investigation of the incident.
- D. If a Bayside officer is involved in an officer-involved death or critical incident that occurs outside the Village of Bayside, the Department will provide all necessary support to the investigating agency and will conduct an independent review in cooperation with the investigating agency.
- E. A Department supervisor may be responsible for conducting an investigation of deadly force and critical incidents that do not result in a death or other incidents where serious injury has resulted from a Bayside officer's actions. The Chief of Police, or his designee, may request an outside agency conduct the investigation.
- F. Unless evidence exists that would indicate the officer committed a crime, the investigation starts with the premise that the officer involved acted properly and

within the scope of their authority, duties and responsibilities. The officer will be treated as a victim/witness during the course of the investigation.

A Department supervisor will ensure that all incidents are thoroughly investigated in accordance with established practices for major cases and critical incidents. The following additional guidelines are established to address the special circumstances surrounding an officer-involved death or critical incident.

V. Incident Investigation

The Incident Command System will be used to coordinate the investigation.

A. Supervisor Responsibilities

1. Ensure that the scene is secure to prevent additional casualties and to preserve evidence.
2. Identify, separate and secure witnesses.
3. Notify Command Staff.
4. Establish a command post, request mobile command post if necessary.
5. Relieve the involved officer from any active involvement and move them to a place of relative quiet near the scene.
6. Obtain a SAFETY STATEMENT from the involved officer(s) using the MCLEEA approved safety statement questionnaire.
7. Assign a companion officer to stay with the involved officer. If the officer is injured, the companion officer will accompany the officer to the hospital and is charged with maintaining custody of the officer's weapon and gear until relieved by a supervisor.
8. Instruct the involved officer(s) to secure their weapon(s) and duty gear until it is requested by a supervisor or investigator.
9. Instruct the involved officer(s) not to discuss the incident except with investigators or supervisory personnel.
10. Instruct the involved officer(s) that they are prohibited from reviewing related squad dash camera video, body worn camera video, and surveillance video documenting the incident.

B. Command Responsibilities

1. Respond to the scene and ensure that a proper initial investigation is being conducted. Activate MAIT if warranted and liaison with lead investigator.
2. Remove the involved officer(s) away from the scene.

3. Secure the officer's weapon and ammunition and issue a replacement weapon. Confer with lead investigator if an outside agency is conducting investigation.
4. Collect any back up or secondary weapons from the involved officer(s).
5. Ensure the preservation of body cam and squad video.
6. Allow the officer time to compose themselves and an opportunity to contact their family.
7. Allow the officer an opportunity to confer with legal counsel and/or union representation if they so choose.
8. Advise the officer that they will be asked to provide a statement to investigators at a later time and that they are not to discuss the incident with anyone else.
9. Confer with investigators to determine if the officer can be sent home or is still needed for investigative purposes.
10. Relieve the officer from duty for the remainder of their shift. The officer is to be placed on administrative leave, without loss of pay or benefits, for a period to be determined by the Chief.

The term of the administrative leave may be determined by the circumstances surrounding the incident, the officer's ability to cope with the incident and their desire to return to duty, and the course of the investigation.

11. Prepare a media release and establish a process for the release of information to the media. Coordinate with lead investigator if an outside agency is conducting investigation. The officer's name is not to be released until after a review by the District Attorney's Office and upon approval of the Chief.

C. Department Supervisor Responsibilities

1. Notify the District Attorney's Office of the incident.
2. Conduct a preliminary investigation to determine the facts of the incident.
3. If MAIT is activated to conduct the investigation, the Department supervisor responsibilities are as follows:
 - a. Make a formal request to the designated agency to conduct the investigation.

- b. Assist in the investigation under the direction of the investigating agency as requested.
- c. Act as a liaison between Department command staff and the investigating agency.

4. Officer-Involved Interview:

Unless evidence of a crime exists, the officer is not considered a suspect and should be treated as a victim or witness.

The officer is not in custody and will not be given Miranda warnings.

The officer will be interviewed by a supervisor and will not be required to submit a written report.

The interview should not take place immediately following the incident. Time should be given for the officer to adjust to the situation. It is recommended that the interview take place within 48 hours of the incident.

5. Coordinate the release of information to the media with command staff, the outside investigating agency if applicable, and the public information officer.
6. In the event that the Department is responsible for conducting the investigation, providing certain information to family members of a person killed in an officer-involved death relating to information about filing a complaint, and the inquest process, in accordance with WI Stat. 950.08(2g)(h).

D. Involved and Witness Officers and the Viewing of Digital Evidence

1. Involved and witness officers shall not be allowed access to any related squad dash camera video, body worn camera video, surveillance video, or any electronic device downloads related to the incident prior to formal interview.
 - a. This is a best practice protocol that allows for a statement that accurately reflects the involved or witness officer's perception, observations, thoughts, and feelings at the time of the incident.
 - b. After the officer(s) have provided a formal statement they will then be offered an opportunity to view recorded digital evidence.
 - c. If the officer elects to view the digital evidence, MAIT members may remain present during the viewing, or may leave for a minimal amount of time (based on recording length) to allow the officer(s) to consult with his/her representative.
 - d. Following a digital evidence review the MAIT will interview the officer(s) and document any additional statements made by the officers based on his/her review of the video.

VI. Post Incident Procedures

- A. If the officer died or has been seriously injured in the incident, command staff will notify the family and assign an officer to act as a liaison with the family. Refer to Policy # 308, Officer Death & Serious Injury, on procedures for notification and family assistance.
- B. An administrative review of the incident will be convened by the Command Staff, with the exception that the on-scene supervisor will not be responsible for conducting the review.

The aim of an administrative review is twofold: to determine whether the officer followed established policy, procedure, and training, and to determine if any future policy, procedure, or training recommendations are necessary.

The administrative review will begin once the criminal investigation has been completed, unless directed otherwise by the Chief.

- C. Department debriefings are to be conducted to reduce rumors and provide an opportunity for constructive communication regarding the incident.
- D. Officers directly involved in an officer-involved death incident shall be required to contact a department-designated specialist for counseling and evaluation. Revelations made by an officer to a mental health professional during counseling sessions are considered privileged communication under therapist-client confidentiality and will not be used for disciplinary purposes, however, may be used by the therapist to make a fitness-for-duty evaluation. Family of the involved officer is strongly encouraged to take advantage of available counseling services. Counseling services may be made available to other on-scene officers if deemed appropriate. BAPD Peer Support Team members are available to provide support and assistance to involved officers.
- E. The Police Officer Support Team (POST) is a peer support system for police officers in need of help due to emotionally traumatic events and is staffed 24 hours a day. The Department will work with POST and officers are encouraged to use this resource. POST can be activated by calling (414) 352-5125.
- F. The officer may be required to participate in firearms training as soon as practical in order to reduce apprehension concerning future use of the weapon.
- G. The department recognizes that such an incident causes stress, and that each individual responds to, and deals with, stress in a different manner. The department will make every effort, within reason, to facilitate the officer's return to normal duty.

- H. Post-traumatic stress disorders may not arise immediately, or officers may attempt to hide the problem. Supervisors are responsible for monitoring the behavior of officers to determine if additional support may be necessary.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3100

ORDER: 3109

ISSUE DATE: June 27, 2024

REVIEW DATE: March 18, 2027

LAST REVIEW: March 18, 2024

SUBJECT: LINE OF DUTY DEATH

PAGE 1 OF 7

I. PURPOSE

It is the policy of the Village of Bayside to provide liaison assistance to the immediate survivors of an officer who dies in the line of duty, whether it be criminal or accidental, while an active member of the Department. This assistance shall include immediate, as well as continued emotional support during the period of re-adjustment for the surviving family, as well as the clarification of survivor benefits.

The purpose of this policy is to provide a procedure to be followed in the event that a member of the Village of Bayside Police Department dies in the line of duty. It is meant as a guideline and it should be understood that wishes of a family (within reason) should precede the department's procedure. A Critical Incident Notification Program packet located in each officer's personnel file may or may not assist with this process.

II. DEFINITIONS

Line of Duty Death: Any action, criminal or accidental, which claims the life of a law enforcement officer while performing official duties while on or off duty.

Survivors: Immediate family members of the deceased officer, i.e. spouse, children, parents, siblings, fiancé and/or significant others.

Beneficiary: Person(s) designated by the officer as recipients of specific death benefits.

Benefits: Financial payments made to the family to aid in assuring financial stability following the death of a loved one.

III. DEATH NOTIFICATION

General information and procedures regarding death notification in the event of the death of a police officer are:

1. The name of the deceased officer **MUST NEVER** be released to or by the media before the immediate survivors are notified.
2. If there is a known medical problem of the survivor, medical personnel should be dispatched at the same time as those performing the death notification.

3. Notification must always be made in person. The informing officer should be accompanied by the Chief of Police or his designee. If it seems possible to reach the hospital before the death of the officer and the above personnel are not readily available, do not call; the informing officer and supervisor should proceed with the notification. If the officer has already died, tell the family. Refrain from giving them a false sense of hope; also refrain from euphemisms such as “passed on”, “gone away”, etc. Relate as much information as is known about the incident.
4. If the family requests to go to the hospital, they should be transported by a police vehicle. If there is strong resistance to this, a police officer is to accompany them in their car, or follow them in a police vehicle. If there are young children at the home and the survivor does not want them to accompany him/her to the hospital, arrangements need to be made for a babysitter, i.e., other police personnel, neighbors or co-workers’ spouses.

Surviving parents, if in the same geographic area as the spouse, should also be personally notified.

IV. ASSISTING THE FAMILY AT THE HOSPITAL

Ranking police personnel should meet with hospital personnel in order to secure separate private waiting facilities, both for the family and police personnel. The police official should also ensure that hospital personnel convey condition reports of the victim in a timely manner. The survivors should be allowed to visit the officer prior to, and/or at the time of his/her death, if they request it.

The ranking officer will see that the family is updated on the incident as soon as they arrive at the hospital; he/she should stay with the family the entire time they are there and arrange whatever assistance they might need. Those who made the initial notification should also be at the hospital. Arrangements should be made to transport the family back to the residence if needed.

V. SUPPORT FOR THE FAMILY DURING THE WAKE AND FUNERAL

An officer will be appointed as a facilitator between the family and the Village of Bayside Police Department. His/her role will include:

1. Opening in a family member’s presence, the Department issued critical incident packet previously filled out by the deceased officer and on file in the Chief’s Office.
2. Meeting with the family regarding funeral arrangements if they prefer a law enforcement funeral and briefing them as to the funeral procedure.
3. Knowing all the information concerning the death and continuing investigation so that the family is continually informed.
4. Issued a department cell phone so to be constantly available to the family.
5. Overseeing arrangements for travel and lodging for out-of-town family members.

6. Ascertaining what the police/fraternal organization involvement will be and emotional and/or financial support they might provide the family.

A public information officer will be designated to handle the media. In the event that family members accept an interview, he/she should be present to screen questions, so as not to jeopardize any future legal proceedings.

Make the family aware of alternate churches with large seating capacities if the family's church cannot accommodate a large attendance. The alternate church must know that the family's minister, if they go to a particular church, will officiate at the service. In the case of there not being a family minister, the Village of Bayside Police Department may suggest a minister to officiate.

A department vehicle and driver should be made available to the family for transportation during the funeral.

The officer appointed to assist the family will provide them with access and information regarding support groups who might provide immediate attention. Examples may include: Concerns of Police Survivors (C.O.P.S.), Survivors of Homicide Victims, Parents of murdered children and Compassionate Friends.

The assisting officer will provide supportive emotional services to the surviving family following the death of an officer. If necessary, the assisting officer will refer them for formal counseling four to six months following the incident; sooner, if warranted.

If any surviving family member experiences harassment in the form of suspicious or harassing persons or phone calls, the department will notify the proper jurisdiction and request an extra watch or criminal investigation, whichever is warranted.

VI. SUPPORT FOR FAMILIES AWAITING TRIAL OF SUSPECTS

1. It is the Department's responsibility to keep the family informed of court or parole proceedings. The family should NEVER learn of legal proceedings through the newspaper or television.
2. The Department should explain the details of the incident upon request, unless it would hinder the investigation, at which time this should be explained.
3. The family will be referred to the Victim/Witness Unit, Milwaukee County, TX 278-4667.
4. The family should be encouraged to attend the trial. The Department shall assign a support person to accompany them. If there is evidence presented that may be upsetting to the survivors, the support person can suggest that the family leave the courtroom during that portion of the trial.
5. Other department personnel shall be encouraged to attend the trial, both for their own sake and to show support to the surviving family.

VII. ASSISTING THE FAMILY REGARDING BENEFITS/FUNERAL PAYMENTS

The Chief of Police or his designee will act as a “Benefits Coordinator” following the line-of-duty death of a police officer. He/she will gather information regarding benefits available to the family and meet with them within a few days of the funeral to discuss these benefits.

Special attention should be given to any available benefits that have time limits such as family health insurance. This information needs to be brought to the surviving family’s attention. Also notable are children from a previous marriage and the guardian of these children. The guardian needs to be notified if there are any available benefits. Some benefits overlap; some may not pertain to the fallen officer. It is the benefits coordinator duty to investigate what benefits apply to the officer and his family. The benefits coordinator should work closely with the Director of Finance and Administration for benefits available through the Village of Bayside. Attached to this Order is an addendum outlining possible benefits available to the surviving family.

The Department shall maintain support for the survivors for as long as the family feels the need.

VIII. OTHER ISSUES

The Department recognizes the need to debrief departmental personnel following the sudden death of an officer. The Police Department may arrange this through the American Red Cross, the Milwaukee PD P.O.S.T. team, private practitioners and/or clergy and chaplains that volunteer their services to the family and our Department.

APPENDIX

1. Worker’s Compensation Benefit

These are payable to the surviving family members as set forth under Wisconsin State Statute 102.475. Proof of birth, marriage, relationship or dependency may be required. The contact agency for the Village of Bayside is currently Cities and Villages Mutual Insurance Company.

2. An employees’ survivor(s) will receive the amount of life insurance benefit for which the officer was enrolled under the Wisconsin Public employees Group Life Insurance Plan. Contact the Wisconsin Retirement System at 1-877-533-5020. Benefit information can be found at www.etf.wi.gov.

3. Police Pension (Wisconsin Retirement System)

If an officer dies before becoming eligible to receive a retirement or disability benefit from the Wisconsin Retirement System, the beneficiary will receive a survivor benefit. The amount will vary depending on the age at the time of death, creditable services, and the amount of accumulated contributions in the account and the relationship of the beneficiary. Contact the Wisconsin Retirement System at 1-877-533-5020. Benefit information can be found www.etf.wi.gov.

4. Social Security

Because the officer paid into Social Security while employed, the widow(er) and family are eligible for Social Security benefits (amount varies). Contact the Social Security Administration at 1-800-772-1213 or www.socialsecurity.gov.

5. Public Safety Officer's Death Benefit

Federal statute provides a one-time benefit to the survivors of a public safety officer who is killed in the line of duty. Forms are completed by the local agency and forwarded to the U.S. Department of Justice for processing and payment. Contact the Public Safety Officers' Benefits Program at 1-888-744-6513 or at www.ojp.gov/BJA/grant/psob/psob_main.html.

Exclusions to this benefit would come if there was misconduct on the part of the officer, intoxication, performing duty in a grossly negligent manner, or if the claimant was a substantial contributing factor to the death of the officer. This benefit is only paid to the spouse, children or parents of the officer.

IX. BENEFIT FOR NON-FEDERAL LAW ENFORCEMENT OFFICERS

U. S. Department of Labor, Office of Worker's Compensation Programs (OWCP) Benefits are provided for any non-federal law enforcement officer killed under one of the following conditions:

1. While engaged in the apprehension or attempted apprehension of any person
 - a. Who has committed a crime against the United States, or
 - b. Who at the time was sought by a law enforcement authority of the United States for the commission of a crime against the U.S., or
 - c. Who at the time was sought as a material witness in a criminal proceeding instituted by the U.S.
2. While engaged in protecting or guarding a person held for the commission of a crime against the U.S. or as a material witness in connection with such a crime.
3. While engaged in the lawful prevention of, or lawful attempt to prevent the commission of a crime against the U.S.

Contact the supervisor of Branch of Special Claims, Employee Standards Administration, U.S. Department of Labor at 1-216-357-5390. Title 5, USC, Sec. 8101.

X. STATE OF WISCONSIN VICTIMS COMPENSATION PROGRAM

Dependents of deceased victims may be eligible to receive up to \$40,000 from the Wisconsin Crime Victims Compensation Board for medical expenses, income loss and replacement services, as well as up to \$2000 for funeral expenses. Applications and information regarding this compensation may be obtained through the Milwaukee County Victim/Witness Unit, TX 278-4667.

XI. VILLAGE OF BAYSIDE

According to section 26.01 of the collective bargaining agreement: if a police officer of the Village of Bayside dies while actively employed by the Village, the eligible beneficiary (if any) shall be entitled to the foregoing benefits immediately following the death of the officer:

1. All earned wages which would include earned, unused, compensatory time off.
2. All earned, unused vacation days at the current wage rate.
3. Holidays as set forth in article XV, Section 15.02.
4. Also, two (2) days pay equivalent for each year of service after five (5) years of employment; three (3) days pay per equivalent for each year of service after fifteen (15) years of service; and four (4) days pay equivalent for each year of service after twenty (20) years of service, all determined by the anniversary date.
5. A separation credit of forty percent (40%) after five (5) years of employment of his/her unused accumulated paid sick days. This separation credit may only be used for payments of health insurance premiums.

Non-represented employees derive benefits from the employee handbook and organizational and administrative plans.

XII. PERSONAL LIFE INSURANCE

Claims for insurance benefits available are filed by the family with any assistance needed from the Department.

XIII. VETERANS ADMINISTRATION

If the officer was a veteran of the U.S. Armed Forces, per the Veterans Administration Act, his/her beneficiary may receive monies (amount varies). Contact the regional V.A. office at 1-800-827-1000.

XIV. WISCONSIN LAW ENFORCEMENT DEATH RESPONSE TEAM (LEDR)

The LEDR team is composed of Law Enforcement Officers who can provide immediate support services in the event of law enforcement deaths regardless of the circumstances. The LEDR Team is trained to assist with all details including critical incident debriefing, Peer counseling, and funeral/memorial service preparation. Continued follow-up services and resources, in cooperation with organizations such as WI Concerns of Police Survivors and the Wisconsin Law Enforcement Memorial Board, will be available to all departments.

To activate the LEDR Team call the local State Patrol Regional Post.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3200

ORDER: 3202

ISSUE DATE: June 27, 2024

REVIEW DATE: March 19, 2027

LAST REVIEW: March 19, 2024

SUBJECT: REQUESTS FOR TRAINING

PAGE 1 OF 2

I. PURPOSE

Requests for training are generally initiated from one of two sources in this department. These requests usually come from officers or civilian employees that desire training, or department-initiated requests based on identified need. The purpose of this General Order is to provide a uniform procedure to accommodate requests submitted by sworn as well as civilian personnel for additional training opportunities available to them.

II. GUIDELINES

A. Requests for training are to be handled in the following manner:

1. All training requests from officers and civilian employees shall be submitted to the Training Supervisor in memo form. The Training Supervisor shall be a Lieutenant or above in rank. The request should minimally include information describing the requested training and its benefit to the department. The date and time of the training as well as its projected cost should also be included in the memo.
2. Upon the Training Supervisor's receipt of a training request, that supervisor must review the information submitted in the memo and forward a recommendation to the Chief. This recommendation should take into account staffing availability, course content and applicability as well as other appropriate criteria. Reasons for approval or denial shall be included in the recommendation.
3. In the event the department identifies a need for training in a specific field, the training will either be posted for employee review and submittance of individual requests, or an employee may be assigned to the training based on that individual's assignment or training needs.
4. The Training Supervisor shall consult with the Chief and make the final recommendation for approval or denial of training requests.
 - a. If the training is approved, arrangements are to be made by the Training Supervisor if available.
 - b. If the training is denied, the person submitting the request will be notified along with the reason(s) for the denial.

5. All training activities are subject to final review and approval by the Chief of Police and Village Manager.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3200

ORDER: 3203

ISSUE DATE: September 16, 2008

REVIEW DATE: May 19, 2018

LAST REVIEW: May 19, 2016

SUBJECT: RIDE ALONG PROGRAM

PAGE 1 OF 1

I. INTRODUCTION

The practice of having a civilian accompany an officer during a portion of their tour of duty provides an opportunity for the community to see firsthand the day-to-day workings of law enforcement officers and important insight into what it means to be a police officer. The ride-along program is intended to be an enjoyable as well as educational experience and every effort is made to keep the ride-along safe. Police work at times may be very dangerous and officers will use their discretion in choosing what calls a ride-along may accompany them on, and for that reason, department policy permits the ride-along from being involved in any type of dangerous weapon calls or vehicle pursuits.

II. GUIDELINES

1. All interested applicants 16 years of age or older must fill out a Citizen Ride-Along Application Form prior to consideration. A student or minor relative of an officer younger than 16 years of age may be considered for the program if approved by the Chief of Police or his designee.
2. A background check including a criminal history will be conducted on each potential applicant. No weapons of any kind will be allowed to be carried by any applicant even if they have a concealed carry permit.
3. The application must be approved and signed by a member of the administrative staff prior to any scheduling.
4. Ride-Alongs may be conducted at any time on any work shift with prior approval and will usually be 4 hours in duration. Any ride-along that will last more than 4 hours in duration must be pre-approved and indicated in a memo from the officer conducting the service.
5. Ride-Along guidelines and regulations should be reviewed with the applicant when they are accepted to the program and at the time the release and indemnity agreement is signed. Initials of both the officer and ride-along should be reflected on the form to indicate both receiving and understanding the expectations of the applicant.
6. Refer to Ride-along Request and Ride-along Release of Liability.

Retention: Permanent
Distribution: All Personnel
Supersedes: None

By: Douglas Larsson
Chief of Police

RELEASE AND INDEMNITY AGREEMENT

Bayside Police Department Ride-along

Whereas, the undersigned has voluntarily elected to ride as a passenger in the Police Department vehicles of the Village of Bayside, Milwaukee County, Wisconsin, and to accompany police officers of said village while engaged in performance of their duties, to observe for his or her own benefit the functions and operations of the Bayside Police Department and its personnel; and

Whereas, the undersigned desires to do so at his/her own risk and recognizing the possible and inherent danger to his/her person and property resulting therefrom; and

Whereas, the Village of Bayside does not wish to be liable for any damages arising from personal injuries and/or property damage sustained;

Now, therefore, in consideration of the promises and other good and valuable consideration, the undersigned does hereby for him/herself, spouse, heirs, executor or administrator, and personal representatives:

(a) Assume full responsibility for any personal injury or damage to his/her person or property which may occur, directly or indirectly, while in, on or about any such police vehicle, the Police Department premises or while accompanying any police officer of the Village of Bayside while in the performance of their duties;

(b) Fully and forever release and discharge the Village of Bayside, its agents and employees, from any and all claims, demands, damages, rights of action, or causes of actions, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the undersigned being in, on or about any such Police Department vehicle, or at any or all of the premises and places aforesaid, or while accompanying any police officer of the Village of Bayside as aforesaid;

(c) Indemnify and hold harmless the Village of Bayside, its agents and employees, for any acts or conduct of the undersigned of whatever kind or nature whatsoever, while in, on or about such Police Department vehicle, or at any or all of the premises and places aforesaid, or while accompanying any such officer as aforesaid;

(d) Agree to defend and to pay any costs or attorney's fees as a result of any action brought by or against the Village of Bayside, its agents and employees, for any acts or conduct of the undersigned of whatever kind or nature whatsoever, while in, on or about any such Police Department vehicle, or any or all of the premises and places aforesaid, or while accompanying any such police officer as aforesaid;

(e) State that he or she is as of the date of execution hereof, of the age of 16 years (sixteen years) or older; (does not apply to Permitted Escort ¹)

(f) If under 18 years of age, a parent or legal guardian of participant must sign this release and indemnity agreement;

(g) Agree that it is the intent of the undersigned that this Release and Indemnity Agreement be in full force and effect at any time after the execution hereof; and

(h) The undersigned acknowledges, represents, and agrees that he or she has had a full and fair opportunity to negotiate the terms of this Release and Indemnity Agreement, that he or she has been made aware of the ability to negotiate the terms herein, that he or she has read and understands the terms herein, and that the final versions of this Release and Indemnity Agreement executed by the undersigned represents the result of negotiations between the parties, and the terms to which the undersigned intends to be bound.

Name of Rider (& Parent if under 18) Please printed

Signature (if under 18 – parent)

Address

Date of Birth

School Year (if applicable)

Telephone Number

Occupation (or “student” if appropriate)

Identification: Driver’s License or other Government Issued Identification

Person to be notified in emergency:

Name _____

Phone _____

Indicate preference to ride:

1. Days (8:00 AM to 4:0 PM)

Monday – Tuesday – Wednesday – Thursday – Friday – Saturday – Sunday

2. Evenings (4:00 PM to 12:00 MIDNIGHT)

Monday – Tuesday – Wednesday – Thursday – Friday – Saturday – Sunday

3. **No Midnight Shift ride along is permitted**

ⁱ Permitted Escort is a short distance, short duration ride such as a trip to school from home and back (e.g. a raffle prize) authorized by the Chief of Police.

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3200

ORDER: 3204

ISSUE DATE: June 27, 2024

REVIEW DATE: March 19, 2027

LAST REVIEW: March 19, 2024

SUBJECT: FIREARMS TRAINING

PAGE 1 OF 2

I. INTRODUCTION

Firearms training is vital to police proficiency. When a situation warrants the use of firearms, a police officer must be competent in both the effective and safe use of a variety of weapons. A regular competency-based training program is essential.

II. GENERAL POLICY

All sworn police officers of the Bayside Police Department, regardless of rank or assignment, shall participate in regularly scheduled firearms training provided by the department. No officer will be excused from firearms training without the approval of the Chief of Police. Only officers demonstrating competency as outlined in this order in the use of agency authorized firearms will be allowed to carry such weapons.

III. GUIDELINES

- A. All agency personnel must demonstrate proficiency in the use of agency-authorized weapons prior to being approved to carry/use such weapons.
- B. All officers shall be trained in the safe and efficient use of their issued or authorized duty weapons under the direction and supervision of a Certified Department Firearms Instructor or other approved training program at least (2) two times each year.
- C. Officers who carry an off-duty weapon different from their normal duty weapon, must demonstrate a competent level of performance with that weapon at least (1) once a year.
- D. Training in the use of Department less than lethal shotguns and squad rifles shall be conducted at least once annually.
- E. Ammunition for training will be those types approved and/or provided by the department only and equivalent to duty ammunition.
- F. Officers unable to demonstrate a competent level of performance shall receive remedial training. If within (30) days of the first unsuccessful attempt the officer is still unable to demonstrate a competent level of performance, the matter shall be referred to the Chief of Police for administrative disposition.
- G. A Firearms Skill Evaluation Form will be completed for each officer following each training session. Documentation in the officers training file will reflect "Pass/Fail".

All firearms training records will be maintained by the department, sorted by year, and retained in accordance with the Village's Records Retention Schedule.

- H. It shall be the duty of all supervisory officers to cooperate with the range officers in facilitating the availability of officers to participate in this program.

IV. RANGE RULES

Our department currently utilizes the Brown Deer Police Department and the Ozaukee County Sheriff's Department range facilities. In the interest of safety and orderly conduct of range training, the following range rules are established and must be complied with at all times.

- A. All persons using the range shall observe all posted safety rules and obey the specific directions of range officers.
- B. There shall be no less than two people on the range at any time when shooting is to occur.
- C. All persons shooting on the range will wear suitable ear, eye protection and a bulletproof vest. Ear and eye protection devices will be available at the range.
- D. The range is to be used for authorized police training only. Use for other purposes must be approved by the Chief or Police of our department in addition to approval from the agency providing the range facility. Department range training must be based on a written training plan filed with the Department Firearms Training Officer(s).
- E. Persons who have been drinking alcoholic beverages shall not be permitted on the range.
- F. Only (1) one person is permitted at each position while shooting is taking place, excluding range officers.
- G. A range officer must approve all targets used on the range.
- H. Under no circumstances will shooting be allowed within (3) three yards of a steel target due to the potential of ricochet.
- I. Unless otherwise directed, all weapons will be either unloaded or holstered when not in use.
- J. All rules and regulations of range use of another department that are in effect in addition to this policy will also be strictly adhered to by all members of this department.
- K. All persons using the range are responsible for policing the facility during and following its use.

By Order Of:

Thomas Liebenthal
Chief of Police

BAYSIDE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 3200

ORDER: 3205

ISSUE DATE: June 27, 2024

REVIEW DATE: May 24, 2027

LAST REVIEW: May 24, 2024

SUBJECT: TRAINING

PAGE 1 OF 6

I PURPOSE AND SCOPE

It is the policy of the Bayside Police Department to provide training to all employees in order to promote departmental efficiency and effectiveness, to establish and maintain standards of excellence in performance and service, and to achieve the maximum development of each employee's potential.

II TRAINING CONTINUUM

- A. All officers will complete a recognized recruit training program prior to assignment in any capacity in which the officer can carry a weapon or is in a position to make an arrest.
- B. Prior to being issued a departmental duty weapon, new officers will complete a familiarization course with a department firearms instructor who is State of Wisconsin Law Enforcement Standards Board (LESB) certified.
- C. Prior to being authorized to carry and use a Electronic Control Device (ECD), new officers will complete training on the ECD with the department's ECD certified instructor.
- D. Upon assignment to patrol duty, officers will complete the department's Field Training program satisfactorily.
- E. All officers will attend annual training, to include a minimum of 24 hours recertification training.
 1. As part of the 24 hours of recertification training, all officers shall be required to annually complete the handgun qualification approved by the LESB and receive at least 4 hours of LESB approved vehicle pursuit training biennially.
 2. Any in-house training provided on LESB Unified Tactics topics shall have an LESB certified instructor in that topic monitor or conduct the training.

III FIELD TRAINING

- A. The nationally recognized Field Training Officers Program will be used as one model to train new officers. This model is consistent with the Community Oriented Problem Solving philosophy of the department. The FTO program is a problem-based

learning, training and evaluating program for evaluating police trainees. The main objectives of the FTO program are as follows:

1. To formulate learning opportunities for the new officers that meet or exceed the training needs of the policing agency and the expectations of the community;
2. To have trainees apply their academy learning to the community environment by giving them real-life problem-solving activities;
3. To foster the trainee's growing independence from the Field Training Officer over the course of the program;
4. To produce graduates of the training program who are capable of providing responsible, community focused police services;
5. To prepare trainees to use a problem-solving approach throughout their careers by employing problem-based learning methods;
6. To design fair and consistent evaluations that address a trainee's skills, knowledge and ability to problem solve effectively.

B. Assignment of Probationary Officers to Field Training

1. All probationary officers shall be placed in the Field Training Program upon successful completion of Basic Recruit Training. If the probationary officer is already certified or certifiable by the Wisconsin Training and Standards Bureau, he/she shall be placed directly into the Field Training Program. The length of the Field Training program may be shortened or extended at the discretion of the Chief of Police based on the individual experience level, performance and/or needs of the officer in training.
2. The probationary officer shall be assigned to a specific FTO and shall be assigned the same work schedule as that FTO.
3. When possible, the officer will be assigned alternate FTO's and rotate to other shifts for training for exposure to other shifts and activities. These assignments will be made by the FTO Program Coordinator.
4. The FTO training and evaluation period for the probationary officer may be extended at the discretion of the Chief of Police.

5. FTO trained officers may be utilized as a training/retraining resource for an officer who has been absent for extended periods. This use shall be determined by the Chief of Police or their designee.
 6. FTO's are responsible for completing evaluations and reporting on recruit's performance with the FTO Program Coordinator. At the end of the FTO program, the FTO Program Coordinator will make a recommendation to the Chief of Police as to the officer's successful completion of the program.
- C. When there is a vacancy for Field Training Officers, an announcement will be made requesting candidates to submit his/her request in writing. Selection will be based on the officer's experience, performance, and ability to perform functions of a FTO. The Chief of Police, or their designee, will make the final selection.
- D. Field Training Officers will complete a recognized FTO training course prior to field training new officers.
- E. Daily and immediate supervision of the FTO will be by his or her respective shift supervisor. The Training Coordinator will be the Field Training Officer Program Coordinator and will supervise the FTO on matters relating to the FTO program.
- F. Upon direction of the Chief of Police, sworn personnel returning to patrol from extended absences or assignments may be assigned a FTO so that the officer can be refamiliarized with policies, procedures, forms and other changes necessary to aid in a smooth transition.

IV REMEDIAL TRAINING

- A. Remedial training is defined as personalized training used to correct a specific deficiency which may have been identified through:
1. Performance evaluations;
 2. Evaluations during field training;
 3. Observations by a supervisor during routine duties;
 4. Following a sustained complaint by a citizen or other source
- B. Upon recommendation of an employee's supervisor, remedial training shall be scheduled for employees who;
1. Consistently demonstrate a lack of skill, knowledge, or ability in the performance

of job-related skills;

2. Have been disciplined for conduct which can be corrected through remedial training.
 3. When a supervisor determines that an employee needs remedial training, they shall forward a memo to the Chief of Police stating the deficiency, The Chief of Police shall make a determination of the stated need and recommend a course of action to correct any deficiency found.
- C. Personnel in need of remedial training shall be notified in writing and informed of the reason for the need, as well as the date, time and location of the remedial training.
- D. Upon completion of remedial training, all test scores, certifications, or other pertinent documents shall be forwarded to the Chief of Police for evaluation and inclusion in the employee's personal file.
- E. Failure to participate or respond to remedial training may result in a recommendation for disciplinary action.

V TRAINING RECORDS

- A. The Administrative Lieutenant shall maintain a "master" training record for each department employee which permanently documents attendance of department personnel at training sessions. The records shall include but are not limited to the following, which will be provided by the departments Training Officer or the Chief's designee:
1. Training registration application/confirmation
 2. Type of training
 3. Title of training
 4. Date and number of hours of training and
 5. Location of training
 6. Lodging and travel arrangements as required, including expense receipts
 7. Course curriculum
 8. Completion certificate, training diploma certificate, etc.
- B. Upon successful completion of a training course, the employee shall provide if available, a copy of the certificate of completion if applicable, to the Administrative Lieutenant for filing into the master training record.

VI CAREER DEVELOPMENT

- A. Career development is a process that is utilized to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. It is through career development that upward mobility of personnel, professional growth, and improved job performance may be enhanced.
- B. Career development shall include career counseling by administrative staff, training seminars, programs and schools, as well as collateral assignments.
- C. Employees may submit training requests to their shift supervisor (Lieutenant or above), consistent with Order 3202 regarding requests for training.
- D. Following promotion to a higher rank, the promoted officer will, as soon as practical, be provided the necessary additional training to provide him/her with the skills and knowledge to perform the duties of the job description for the new rank.
- E. Although the majority of department personnel are generalists, the department will identify and provide appropriate training opportunities for all positions that require specialized training.
- F. Specialized training consists of instruction for personnel assigned to new or specialized positions within the department. Specialized training shall commence as soon as practical after assignment or appointment.

VII ANNUAL TRAINING

- A. The intent of annual recertification training is to meet state-mandated 24-hour training requirements, as well as augment previous training and skills with current information regarding changes in legislation, advances in technology, revisions in policy, and areas of special interest and skill.
- B. Pursuant to ss.165.85 (4)(bn)(1) all sworn officers shall complete at least 24 hours of annual recertification training as referred in section II(E) above. Officers who do not complete 24 hours of recertification training will be subject to decertification. Officers decertified by the Wisconsin Training and Standards Bureau may be terminated from their employment at the Bayside Police Department.
 - 1. The State mandated training referred in section II(E) above is met when an officer completes in any combination at least 24 hours of:
 - a. State approved in-service training provided by their employer; and/or
 - b. Instruction from schools that offer state approved recertification training.
- C. Civilian employees shall also meet any training mandates consistent with maintaining certifications, advances in technology, or areas of special interest and skill.
- D. Roll Call training shall be provided and utilized to provide information on items such as new laws, directives/policies, amended policies, new equipment, etc. Roll Call training shall also be used to update officers on officer safety issues and other tactical concerns.

- E. Any in-house training provided on LESB Unified Tactics topics shall have an LESB certified instructor in that topic monitor or conduct the training

VIII CIVILIAN EMPLOYEE ORIENTATION

- A. All new employees shall receive a new employee orientation.
 - 1. To include information regarding salary, benefits, policies and general work rules.
 - 2. The Chief of Police shall provide information regarding the police department's role, purpose, goals, policies, procedures, general orders, contract and working conditions, rules and regulations, as well as the responsibilities and rights of employees.
- B. Employees assigned to civilian positions shall receive training in addition to orientation to ensure a complete understanding of job responsibilities.
- C. Supervisors in charge of civilian personnel shall be responsible for annual re-training as may be deemed necessary or appropriate. Training needs may be determined through observation, evaluation, job analysis, or work performance. Annual re-training should be designed to update skills to increase knowledge of job responsibilities.

By Order Of:

Thomas Liebenthal
Chief of Police



Bayside Communications Center

May 2024

Highlights and Accomplishments

- BCC Supervisor Gannett and Director Scharnott met with Priority Dispatch to review Emergency Medical Dispatch Calls for the week and get updates to protocols for staff.
- BCC is currently seeking an Assistant to the Director. The position will complement the supervisory team by providing support in tracking and managing center documentation for staff pertaining to training, EMD, call reviews, etc.
- BCC staff are completing RapidSOS training in June, focusing on the features and functionality of the program, which allows for plotting and historical information on 911 calls.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Status (comp. 5 yr. avg)
Total Phone Calls	Calls	100,569	37,622	104,695	●
911 Calls	Calls	21,734	8,553	25,878	●
911 Hang Ups	Hang Ups	2,937	907	2,937*	●
Answer Time	Seconds	4	4	4	●
Dispatch Time	Seconds	48	46	43	●
Police Calls	Calls	77,390	31,920	72,874*	●
Fire Calls	Calls	12,355	5,203	10,106*	●
EMD Protocol Use	Number of Calls	8,212	3,480	N/A	●
Request for Police	Requests	3,155	1,336	2,840	●
Traffic Stops	Number of Stops	19,512	8,746	17,792	●
Training Hours	Hours	8,575	2,581	3,579	●
Call Reviews	%	98%	98%	98%	●
Text to 911	Number of sessions	214	259	n/a	●



Police Department

May 2024

Highlights and Accomplishments

- The Department celebrated National Police Week. In 1962, President Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week.
- Officers attended active shooter training on the campus of the former Cardinal Stritch University. This realistic, scenario-based training focused on multiple agency response to an active threat. Officers from across the North Shore attended and participated in the training.
- The Department participated in School Safety Week at Stormonth Elementary School.
- Officers Russell and Wierchowski attended emotional response training at the Brown Deer Police Department. This training helps officers learn to recognize signs and symptoms of emotional distress, implicit bias, PTSD, and suicidal thoughts, and offers ways to build up positive mental health. Enhancing an officer's emotional wellbeing increases better decision making and reduces misconduct, while raising the bar on professional workplace culture.
- The Department has completed background investigations on both candidates for the Lieutenant positions and for one Police Officer candidate. Formal offers of employment have been extended to and accepted by all three individuals. Lieutenant Robert Salazar and Officer Jeremy Franke will both be starting with the Department on June 10th. Lieutenant Bobby Wenger will be starting on August 18th. These three hires bring a combined total of 64 years of law enforcement experience to the Department.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Status (comp. 5 yr avg)
Calls for Service	Calls	8,666	4,082	5,855	○
Community Engagement / myBlue Sector Activity	Contacts	862	678	424	●
Traffic Stops	Stops	2,020	678	2,020	○
Citations	Citations	848	406	880	○
Warnings	Warnings	1,157	371	948	○
Arrests	Arrests	81	29	117	○
Ordinance Enforcement	Tickets Issued	34	23	56	○
Crimes Against Persons	Count	4	0	7	○
Crimes Against Property	Count	29	3	55	○
Crimes Against Society	Count	21	1	34	○
Reports Written	# Written	742	241	851	○
Patrol Miles Driven	# Miles	71,750	38,508	96,278	●
Code Enforcement	Notices Issued	256	166	213	○
Business/ Vacation Checks	# Performed	1,793	791	1,719	●
Crime Prevention	Notices Given	248	125	275	●
Alarm Calls	Count	64	31	83	○
Accidents Investigated	Count	61	17	60	○
Outside Agency Assists	Count	246	97	262	○
Field Interviews Conducted	Contacts	83	15	99	○
Speed Sign Deployment	Location Count	42	15	28	●
Rx Drugs Collected	Pounds	536	244	482	●



Department of Public Works

May 2024

Highlights and Accomplishments

- The 2024 Adopt-A-Trees were planted and mulched with water bags attached.
- The second annual myCrew Night was held. Many vendors and other Village departments participated, along with almost double the number of residents from last year. Positive feedback was received from all involved.
- The Department celebrated National Public Works week.
- The Department was able to tour the Waste Management recycling plant that had recently reopened.
- Two out of network culvert pipes were replaced.
- A large sinkhole formed above the force main on Bay Point Road. The department worked alongside a contractor to repair the force main. During the repair, it was found that the force main was struck at some point, likely from the contractors during the water project. The department worked with another company to remove the debris from the force main and had it televised to verify no other defects existed.

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Garbage Collected	Tons	1,205	478	1,219	1,200	
Recycling Collected	Tons	409	164	452	500	
Diversion Rate	=Rec/(Rec+Garb)	25%	26%	27%	30%	
Yard Waste Collection	Stops	8,878	1,787	8,186	7,500	
Yard Waste Collected	Yards	2,090	292	1,948	2,500	
Recycling/ Clean Up Day Participants	Cars	1,045	525	837	800	
Access Bayside Requests	Requests Closed	995	224	749	700	
Special Pickups	Pickups	158	46	153	165	
Mulch Deliveries	Deliveries	38	28	45	60	
Mulch Delivered	Yards	285	210	283	500	
Sewer Main Cleaned	Feet	26,902	0	23,497	26,000	
Manholes Inspected	Manholes	125	0	27	120	
Ditch Line	Feet	5,488	0	6,399	5,000	
Culvert Replacement	Culverts	62	3	42	30	
Tree Removal	Trees	15	8	149	<10	
Trees Planted	Trees	46	26	90	50	



Administrative Services

May 2024

Highlights and Accomplishments

- Filed the Municipal Financial Report with the Department of Revenue.
- Filed the newly required Maintenance of Effort Report with the Department of Revenue.
- Published notice for Liquor Licenses for the 2024-2025 year.
- Began work on the 2025 Annual Budget.
- Submitted Annual Comprehensive Financial Report for the year ending December 31, 2023 to GFOA for award.
- Wisconsin Deferred Compensation meetings were held with various staff to assist them in future retirement planning.

Metric	Measure	YTD%	Measure	YTD%
General Fund	Revenue	74.3%	Expenditure	42.9%
BCC	Revenue	54.7%	Expenditure	48.9%

Metric	Measure	YTD%	Measure	YTD%
Sanitary Sewer	Revenue	88.1%	Expenditure	18.4%
Storm Water	Revenue	75.3%	Expenditure	38.5%

Metric	Measurement	2023 Total	2024 YTD	5 Year Average	Target	Status (comp. 5 yr avg)
Grants Awarded	\$	\$1,067,833	\$36,254.32	\$594,880	\$300,000	
Property Status	Number	81	34	111	120	
Total Permits	Number	636	237	567	400	
Public Meetings	Number	40	21	45	55	
Ordinances	Number	12	7	12	10	
Resolutions	Number	22	10	30	25	
Communications Reach	Digital Interactions	312,633	44,080	329,553	350,000	
SCF Created	Number	2,723	1,080	2,535	2,700	
SCF DTA	Number	0.3	0.4	0.5	1	
SCF DTC	Number	4.1	3.8	9.88	7	
SCF SLA Days	% in SLA	88%	87%	82%	90%	
Elections	Number	2	1	2.8	4	
Votes Cast	Number	3,820	1,400	4,375	7,250	

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

ORDINANCE NO: 24-757

**An Ordinance to Reserve ARTICLE V Sections 26-109 through 26-119,
to Establish ARTICLE VI Sections 26-120 and 121, and to amend Section 125-101
of the Municipal Code with Regard to Tourist Rooming Houses**

The Village Board of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin does ordain as follows:

Section One: ARTICLE V Sections 26-109 through 26-119 are hereby reserved.

Section Two: ARTICLE VI Sections 26-120 and 121 are hereby created to read as follows:

ARTICLE VI

Tourist Rooming Houses

Sec. 26-120. Definitions.

- (a) "Bed and breakfast establishment" means any place of lodging that provides 8 or fewer rooms for rent to no more than a total of 20 tourists or other transients for more than 10 nights in a 12-month period, is the owner's personal residence, is occupied by the owner at the time of rental, and in which the only meal served to guests is breakfast.
- (b) "Hotel" means a place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings, and areas.
- (c) "Motel" means a hotel that furnishes on premise parking for motor vehicles of guests as part of the room charge, without extra cost, and that is identified as a "motel" rather than a "hotel" at the request of the operator.
- (d) "Private boarding house" means a residential dwelling where individual rooms can be rented, and regular meals are furnished or served to three (3) or more persons at a stipulated amount for periods of one (1) month or more.
- (e) "Private Rooming House" means a residential dwelling in which rooms are rented to paying tenants who share bathroom, kitchen facilities, or both.
- (f) "Tourist rooming house" means all lodging places including single-family homes, duplexes, triplexes, condominiums, townhouses, apartments, and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients, exclusive of private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under ATCP 72 Wis. Admin. Code.

Sec. 26-121. Tourist Rooming House Regulation

- (a) Annual Village License Required. A Tourist Rooming House may operate only during the term of a valid Village of Bayside Tourist Rooming House License, which License shall be for a term of one year (or portion thereof) expiring on the next June 30 after issuance or renewal. Operating a Tourist Rooming House without a current valid license shall be considered a violation of this Ordinance and be subject to the penalties of Section 1-13.
- (b) Application. Application for license shall be made by the property owner in writing to the Village Clerk upon forms provided by the Village. The application must include all of the following:
 - i. Address of tourist home rental establishment.
 - ii. Name (include full legal name with middle initial), address, telephone number, and email address of tourist house rental establishment owner.

- iii. Name (include full legal name with middle initial), date of birth, address, telephone number, and email address of tourist house rental establishment operator, if different from the owner or if owner is a trust or entity other than an individual.
- iv. A current floor plan for the Tourist Rooming House at a minimum scale of one-inch equals 4 feet, and Site Plan of the property at a minimum scale of one-inch equals ten feet showing on-site parking spaces and trash storage areas.
- v. A list of all property that may be used by the tourist house rental establishment tenants, including, for example, whether tenants are permitted to use the house, accessory structure, motor vehicles, or particular amenities of the tourist house rental establishment property.
- vi. Starting date of the annual rental period.
- vii. Proof of valid property and liability insurance with occurrence coverage of at least \$1,000,000 Comprehensive General Liability (\$2,000,000 in the aggregate) for the Tourist Rooming House.
- viii. Proof that the tourist house rental establishment complies with the Wisconsin Commercial Building Code as required by Wisconsin Administrative Code Section ATCP 72.14.
- ix. A State of Wisconsin Tourist Rental House License.
- x. A Seller's Permit issued by the Wisconsin Department of Revenue.
- xi. A Permit issued by the North Shore Health Department; and
- xii. Payment of an Administrative Fee, set by the Village Board, to cover the costs to the Village of administering the above.

Upon the Village Clerk determination, in his or her sole discretion, that the requirements of this section have been met, the Village Clerk shall issue a Village Tourist Rooming House License.

(c) Property Management Requirements

- i. The total number of days of operation within any calendar year shall not exceed 180 days, which must be consecutive. This Tourist Rooming House period of operation shall be specified by the property owner in the initial License application and the required annual Tourist Rooming House renewal Application.
- ii. Rental periods shall be a minimum of 7 consecutive overnight periods by any one party.
- iii. Rental periods shall be no more than 30 consecutive days by any one party.
- iv. The number of guests shall not exceed the total number licensed by the State of Wisconsin or two per bedroom plus two additional occupants, whichever is less.
- v. The Tourist Rooming House shall be operated by the property owner or by a property manager designated in the Village Tourist Rooming House Application as the "Designated Operator".
- vi. The property owner's and the Designated Operator's names, addresses, and 24-hour phone numbers shall be provided in the Village Tourist Rooming House Application and shall be updated within 72 hours upon any change in the property manager or the property manager contact information.
- vii. The property owner or Designated Operator must be available 24 hours a day, seven days a week in a method specified in the application, during the period of operation designated in the Village Tourist Rooming House Application and must reply to any such communication from the Village within twelve (12) hours.
- viii. Each Tourist Rooming House shall provide and maintain a Guest Register and shall require all guests to register their true names and addresses before allowing occupancy. The Guest Register shall be kept intact and available by the property owner or Designated Operator for inspection by representatives of the Village for at least one year from the conclusion of the period of operation.
- ix. Each Tourist Rooming House shall maintain the following written Business Records for each rental of the tourist rooming house: the name and address of any person renting the property, the names of all guests, the dates of the rental period, and the consideration paid for the rental. The Business Records shall be kept intact and available by the property owner or Designated Operator for inspection by representatives of the Village for at least one year from the day of the conclusion of each 180-day period of operation.

(d) Property Operational Requirements

Minimum standards. Conditions under which permitted. A license shall not be granted for a tourist house rental establishment unless all of the following conditions are met:

- i. All tourist house rental establishments shall be subject to and comply with Wisconsin Statutes Chapter 97, including maintaining a tourist rooming house annual license as required by Wisconsin Statutes § 97.605(1)(a), which sections are incorporated herein by reference.
- ii. All tourist house rental establishments shall be subject to and comply with Wisconsin Administrative Code Section ATCP 72 which is hereby incorporated by reference.
- iii. The tourist home rental establishment shall be owned and used as a residential dwelling at all times, in accordance with § 66.1014(1)(b), Wis. Stats.
- iv. Transfer of a license because of transfer or sale of property is not permissible. Should such property be sold, then the license shall become void.
- v. If a new owner obtains approval of a tourist house rental license, the previously established annual 180-day period shall remain applicable.

(e) Postings

- i. The "Requirements for Tourist Rooming House Guests" for the property, as submitted by the property owner or Designated Operator and approved by the Village, and the Site Plan for the subject property depicting guest parking spaces and the rear yard, shall be posted on the inside of the front door of each Tourist Rooming House.
- ii. The petitioner/owner must provide a copy of this section and a copy of the license, to all parties using the property for tourist home rental purposes, prior to commencement of each such use.

(f) Parking

- i. A minimum of two off-street parking spaces shall be provided on the subject property for each Tourist Rooming House. If the Tourist Rooming House provides three or more bedrooms, an additional on-site parking space is required for each additional bedroom over two.
- ii. All guest parking for vehicles shall be on a paved parking space designated on the Site Plan.
- iii. Guest vehicles may only park on-site. Street parking by guests is not permitted.
- iv. No parking is permitted on gravel, lawn, or planter bed areas. No trailers are permitted on site.

(g) Site Appearance

- i. There shall be no evidence visible on the exterior of the subject property that the property is being used as a Tourist Rooming House (aside from a changing mix of guests and their vehicles).
- ii. Other than the property address (which shall be displayed on the structure and mailbox or signage adjacent to right-of-way), no exterior signage related to the Tourist Rooming House is permitted.
- iii. No outdoor storage related to the Tourist Rooming House land use is permitted, except for typical residential recreational equipment, seating, and outdoor cooking facilities which are permitted only within the rear yard.
- iv. No recreational vehicle, camper, tent, trailer, or other temporary lodging arrangement shall be permitted to accommodate guests.
- v. All refuse containers shall be screened from view.

(h) Neighborhood Impacts

- i. The tourist house rental establishment occupancy limits shall not exceed the number of occupants allowed by Wisconsin Administrative Code Section ATCP 72.14(2)(b).
- ii. The parcel cannot have more people on site than the maximum number of people allowed under Wisconsin Administrative Code Section ATCP 72.14(2)(b).
- iii. At no time shall impacts from the subject property violate the standards of Chapter 32 regarding public nuisances or any other applicable Village Ordinances.
- iv. Traffic generated by the Tourist Rooming House shall not exceed levels typical for a single-family dwelling unit.

- v. Sleeping quarters related to a tourist house rental establishment use shall only be located within the principal structure on the lot. Accessory buildings, including guest houses, campers, trailers, recreational vehicles, cannot be used for sleeping quarters.
- (i) Advertising
 - i. No outdoor advertising is allowed on the subject property.
 - ii. The Tourist Rooming House shall not be advertised off-site for availability in any form of media unless the required Village Tourist Rooming House License has been issued and is in good standing.
 - (j) Penalties and License Revocation
 - i. Violations of the requirements for Tourist Rooming Houses, the provisions of the Tourist Rooming House License, and all other requirements of the Zoning Ordinance are subject to separate daily fines per Section 1-15. Any citations will be issued to, and will be the responsibility of, both the property owner and Tourist Rooming House Licensee.
 - ii. The Tourist Rooming House License may be revoked for more than three violations in any 365-day period of the requirements of the License, the requirements specific to Tourist Rooming Houses, the License, or the remainder of Zoning Code, or for receiving three or more law enforcement visits in response to noise, crime, or nuisance complaints in any 30-day period or 10 such visits in any 180-day period of operation.

Section Three: Section 125-101(e)(6) is hereby amended to delete the words “Tourist Homes” and replace them with the words “Welding and Machining”.

Section Four: In the event that any provision of this Ordinance is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such portions of this Ordinance shall be deemed separate, distinct, and independent provisions of the Ordinance and all remaining portions of this Ordinance shall remain in full force and effect.

Section Five: All ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby and to such extent repealed.

Section Six: This ordinance shall take effect and be in force from and after its passage and posting.

PASSED AND ADOPTED by the Village Board of Trustees of the Village of Bayside this twenty-seventh day of June, 2024.

VILLAGE OF BAYSIDE

Eido M. Walny, Village President

Rachel A. Safstrom, Administrative Services
Director



Short-Term Rentals

Remzy Bitar, Attorney, Municipal Law & Litigation Group, S.C.

As short-term rentals (STRs) such as Airbnb and VRBO become more popular, local governments face classic issues associated with the influx of new uses that can create adverse side effects for the community. Some communities welcome the trend; others do not. For those questioning STRs, two competing interests arise: NIMBY versus “fundamental right to unfettered use of my property.” For unprepared communities, residential zoning and other public and private land use controls do not adequately address this growing trend. Some communities have tried to adopt amendments to their zoning ordinances to expressly restrict and/or regulate short-term rentals, but those amendments have fallen flat in court.

Seeking to address the competing interests, the Legislature created Wis. Stat. § 66.1014 in the 2017 WI Act 59, Biennial Budget Act. The statute contains one relevant definition for “residential dwelling” (“any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others”).¹

Section 66.1014 has several features of note.

First, municipalities cannot prohibit STRs for 7 consecutive days or longer, referred to here as the “prohibition” provision.²

Second, the Legislature addressed regulation of the “durational” aspects of

STRs. If a residential dwelling is rented for periods of more than 6 but fewer than 29 consecutive days, a municipality may limit the total number of days within any consecutive 365-day period to no fewer than 180 days and may require those maximum days to run consecutively. However, it may not specify the period of time during which the residential dwelling may be rented, such as requiring rentals stretch over winter.³

Third, the Legislature unambiguously retained local power – “[n]othing in this subsection limits the authority of a political subdivision to enact an ordinance regulating the rental of a residential dwelling...”⁴ That section leaves local government free to regulate other aspects of STRs in a manner that is “not inconsistent” with the prohibition or durational provisions noted above. Significantly, “[a]ny person who *maintains, manages, or operates*” an STR “shall” obtain a local license, if required by local ordinance.⁵

Fourth, there are non-textual aspects to § 66.1014. The Legislature did not place the law under the city and village zoning enabling statute, Wis. Stat. § 62.23. Moreover, when the Legislature wants to completely regulate an industry and preclude or limit the ability for local regulation, it does so clearly. The Legislature did only two things with this statute: removing the power to prohibit STRs and setting durational provisions on the “total number of days.” Of all the other areas the Legislature could have withdrawn from local government (other than taxation, not discussed here), the Legislature did not address such areas but allowed local control and

licensing. The Legislature’s treatment of STRs stands in stark contrast to the Legislature’s sweeping removal of local power elsewhere, such as cellular tower regulation, wind farms, livestock siting operations, concealed carry, conditional uses, shoreland zoning and alcohol. In these areas, and many others, the Legislature’s regulatory framework has various and extensive subject matter components that are expressly meant to curtail local power.

Until recently, no Wisconsin court had addressed this statute. Just last month, in *Good Neighbors Alliance (GNA) v. Town of Holland*, Case No. 2019CV000269, the Sheboygan County Circuit Court, the Honorable Edward Stengel presiding, issued a decision of first impression in this state, specifically addressing various aspects of Holland’s STR ordinance that were specifically designed to address local concerns, harmonize the statute and address the pre-suit complaints and demands of the plaintiffs. The Town Board worked hard to draft an Ordinance that satisfied competing concerns, followed § 66.1014 and Wis. Admin. Code § ATCP 72 (administrative rules “tourist rooming houses” such as STRs) and could withstand judicial scrutiny.

GNA’s primary claim asserted the statute created a preemptive effect on local regulation, enshrining the right to free and unrestricted use of one’s property. They argued STRs involve private use of homes, not commercial activity. The court, however, found that the Legislature preserved local power due to carve-outs in the statute and that the Town acted comfortably within its powers.

GNA attacked specific features of Holland’s Ordinance as conflicting with § 66.1014, such as:

- Property Manager: “Unless the Property Owner resides within thirty-five (35) miles of the short-term rental property, a local Property Manager must be designated for contact purposes and his or her name must be included in the application filed with the Town Clerk. The local Property Manager must reside within thirty-five (35) miles of the short-term rental property and must be available at all times the property is rented. The Property Owner must notify the Town Clerk within three (3) business days of any change in the Property Manager’s contact information for the short-term rental and submit the revised contact information to the Town Clerk within the same time period.”
- Insurance: “The Property Owner shall have and maintain homeowner’s liability or business liability insurance for the premises that are used for short-term rental and shall provide written evidence of such insurance with the license application and renewal application forms.”
- Property diagram with application: “A diagram drawn to scale showing the location of buildings and the on-site, off-street parking area(s) designated for tenants and invitees on the premises.”
- Revocation for Unpaid Fees, Taxes, Or Forfeitures or For Any Violation of State or Local Laws: “A license may be revoked by the Town Board during the term of a License Year and following a due process hearing for one or more of the following reasons: (1) Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the Town. (2) Failure to maintain all required local, county and state licensing requirements.

(3) Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.”

- One On-Site, Off-Street Parking Space: “Not less than one (1) on-site, off-street parking space shall be provided for every four (4) occupants, based upon maximum occupancy.”
- Forfeitures: “Any person who violates any provision of this chapter shall be subject upon conviction thereof to a forfeiture of not less than \$250 nor more than \$750 for each offense, together with the costs of prosecution, and in the event of default of payment of such forfeiture and costs shall be imprisoned in the Sheboygan County Jail until such forfeiture and costs are paid, except that the amount owed is reduced at the rate of \$25 for each day of imprisonment and the maximum period of imprisonment is 30 days. Each violation and each day a violation occurs or continues to exist shall constitute a separate offense.”

With STRs, there are many side-effects related to the health, safety, and welfare of the public. The goal is to allow such use of the property for rentals yet protect the interests and quality of life for long-term residents. The interests being served include: preserving the character of a neighborhood; eliminating nuisances like noise, parking, and trash problems; ensuring building safety; over-occupancy; and responsiveness to neighbor complaints. Such concerns arose in the town of Holland, where it received complaints over a significant period of time, often occurring weekly during the summer months. Complaints of adverse

impacts caused by STR properties in the town of Holland included lewd behavior, unsafe fires on the beach, dogs running at large, excessive noise, trash left on the beach, traffic and RVs along narrow lake roads, and trespassing. One such trespassing event involved the complainant arriving home at night to find renters from a nearby property in the complainant’s hot tub.

The town carefully considered its proposed ordinance over the course of several months, including several drafts to balance the Legislature’s new statute, preservation of residential property rights and the local interests in protecting the public health, safety, and welfare. After passage of the Ordinance, GNA sought total repeal. The town passed an amended ordinance accomplishing the following:

- the elimination of any restriction on the number of days a property may be rented,
- elimination of restrictions on outdoor events on rental properties,
- elimination of minimum levels of insurance coverage,
- added a provision to allow short-term rental licensure by the town to proceed with evidence that a Wisconsin tourist rooming house license has been applied for rather than actually received,
- removed the requirement for property managers to be licensed with the town,
- removed insurance requirements for property managers,
- documented the appeal steps and procedures for licensure decisions,
- clarified the vehicle restrictions,
- removed annual building and fire inspections requirement,

- removed requirement to provide a property management agreement,
- removed town access to property without consent or inspection warrant,
- removed minimum bathroom requirement, and
- lowered the maximum forfeiture amount.

The Sheboygan Circuit Court found local government can regulate within the same field as § 66.1014 so long as it does not conflict. Due to its careful development of the STR ordinance, Holland survived four-factor preemption analysis and its ordinance was upheld.⁶

Any community desiring such an ordinance should consult with its legal counsel and should also determine if the Holland case has been reviewed by the Court of Appeals.

Licensing and Regulation 403

About the Author:

Remzy Bitar is an attorney with the Municipal Law & Litigation Group, S.C. and has been practicing in the area of Municipal and Civil Rights Litigation Defense for over 17 years. Remzy handles all aspects of such litigation in both state and federal court including trial and appeals. His experience ranges

from defending civil rights lawsuits against jails and law enforcement, to handling condemnation, zoning and other land use matters, to open records and open meetings law, and to the defense of municipalities and their officials and employees in the areas of First Amendment, Fourth Amendment, and Equal Protection and Due Process.

Remzy began his legal practice after college at Lawrence University, law school at Washington University School of Law in St. Louis, and then completed a judicial clerkship with the Supreme Court of Missouri for the Honorable Laura Denvir Stith. Contact Remzy at rbitar@ammr.net

1. § 66.1014(1)(b).
2. § 66.1014(2)(a).
3. § 66.1014(2)(d)1.

4. § 66.1014(2)(c).
5. § 66.1014(2)(d) & (2)(d)2b.
6. *Wisconsin Carry, Inc. v. City of Madison*, 2017 WI 19, 373 Wis.2d 543, 892 N.W.2d 233.

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