



Village of Bayside  
9075 N Regent Road  
Finance & Administration Committee  
November 10, 2021  
Village Board Room, 4:00pm

**FINANCE AND ADMINISTRATION COMMITTEE  
MEETING MINUTES**

**I. CALL TO ORDER and ROLL CALL**

Chairperson Barth called the meeting to order at 4:01pm.

**Chairperson:** Mike Barth  
**Committee Members:** Darren Fisher  
Bob Rudman  
Eido Walny  
Josh Roling – arrived at 4:05pm  
Dan Rosenfeld  
Margaret Zitzer

**Also Present:** Village Manager Andy Pederson  
Assistant to the Village Manager Leah Hofer  
Police Chief Doug Larsson  
Administrative Services Director Lynn Galyardt  
Communications Center Director Liane Scharnott  
Operations Superintendent Shane Albers  
IT Director Rich Foscatto  
Deputy Clerk Amanda Gronemeyer  
There was nobody in the audience.

**II. BUSINESS**

**A. Discussion/recommendation on the 2022 proposed budget.**

1. **General Fund**
2. **Sanitary Sewer Enterprise Fund**
3. **Stormwater Utility Fund**
4. **Public Safety Communications Fund**
5. **Long Term Financial Services Fund**
6. **Public Safety Capital Fund**
7. **Public Works Capital Fund**
8. **Administrative Capital Fund**
9. **Public Safety Communications Capital Fund**

Manager Pederson provided an overview of the 2022 Budget document, reviewing the 2020 accomplishments, 2022 goals, performance measurement program and fiscal analysis. Grant revenue applied for year to date is \$395,260.53 and the amount of received year to date is at \$434,644.55. The proposed 2022 Budget is in compliance with expenditure restraint restrictions and levy limits. Manager Pederson stated the overall property tax levy was proposed to increase by 1.1% from 2021. The full \$50,818 levy increase is due to North Shore Fire Rescue budget increase. The proposed 2022 tax levy is \$4,665,006, the mill rate was proposed to decrease by 2.45% from \$6.91 in 2020 to \$6.74 in 2021.

Manager Pederson stated the Strategic Initiative Implementation and Plan are included in the budget document and there were 15 Village Goals and 45 Objectives established in 2021 and 80% of the goal are over 75% complete and 13% of the goals are 50-75% complete.

Manager Pederson stated in 2021 the Village received several awards including the 2021 Certificate of Excellence from the ICMA.

Manager Pederson provided an overview of the Village Financial Policies. The Village qualified for a State Expenditure Restraint Program and received \$78,900 in State Aid in 2021. Overall budgeted State Aids decreased in 2022.

Manager Pederson stated the fee schedule was recommended to be revised to update the Sanitary Sewer User Fee from \$496 to the 2022 rate of \$505 and Stormwater User Fee from \$244 to \$253 per household. The Commercial Sewer User Fee rate per 1,000 gallons was proposed to be \$4.18. The Proposed 2022 Budget maintains the same level of services and events as in the past.

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on acceptance of the 2022 proposed budget. Motion carried unanimously.

**B. Discussion/recommendation on Resolution 21-\_\_\_\_\_, a resolution amending Resolution 21-25 revising the fee schedule as referenced by the Village of Bayside Municipal Code.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on Resolution 21-\_\_\_\_\_, a resolution amending Resolution 21-25 revising the fee schedule as referenced by the Village of Bayside Municipal Code. Motion carried unanimously.

**C. Discussion/recommendation on Resolution 21-\_\_\_\_\_, a resolution adopting the 2022 annual budget and establishing the 2021 tax levy.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on Resolution 21-\_\_\_\_\_, a resolution adopting the 2022 annual budget and establishing the 2021 tax levy. Motion carried unanimously.

**D. Discussion/recommendation on Resolution 21-\_\_\_\_\_, a resolution adopting the 2022 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on Resolution 21-\_\_\_\_\_, a resolution adopting the 2022 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates. Motion carried unanimously.

**E. Discussion/recommendation on Resolution 21-\_\_\_\_\_, a resolution adopting the 2022 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on Resolution 21-\_\_\_\_\_, a resolution adopting the 2022 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate. Motion carried unanimously.

**F. Discussion/recommendation on 2022 Village Financial Policies.**

Manager Pederson stated there were no changes to the Village Financial Policies.

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on 2022 Village Financial Policies. Motion carried unanimously.

**G. Discussion/recommendation on 2022 Village goals, performance measure, and fiscal analysis.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on 2022 Village goals, performance measure, and fiscal analysis. Motion carried unanimously.

**H. Discussion/recommendation on 2022-2043 Capital Improvement Program.**

Motion by Trustee Barth, seconded by Trustee Zitzer, to recommend approval to the Village Board of Trustees on 2022-2043 Capital Improvement Program. Motion carried unanimously by roll call vote.

**III. ANY OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE COMMITTEE**

**IV. MOTION TO ADJOURN TO CLOSED SESSION**

**A. Pursuant to Section 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons allow a Closed Session; (Economic development)**

Motion by President Walny, seconded by Trustee Zitzer, to adjourn to closed session at 4:52pm pursuant to Section 19.85 (1) (c) 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; (Economic development). Motion carried unanimously by roll call vote.

**V. RECONVENE IN OPEN SESSION PURSUANT TO SECTION 19.85 (2)**

Motion by Trustee Fisher, seconded by Trustee Zitzer to reconvene in open session at 6:29pm pursuant to section 19.85(2). Motion carried unanimously by roll call vote.

**A. Action on items from closed session.**

No action was taken, or motions made in closed session.

**VI. ADJOURNMENT**

Motion by Trustee Fisher, seconded by President Walny, to adjourn at 6:29pm