



Village of Bayside
9075 N Regent Road
Finance & Administration Committee
January 18, 2024
Village Board Room, 5:00pm

FINANCE & ADMINISTRATION COMMITTEE AGENDA

PLEASE TAKE NOTICE that a meeting of the Village Finance & Administration Committee will be held at Bayside Village Hall, 9075 North Regent Road, Bayside, Wisconsin at the above noted time and date, at which the following items of business will be discussed and possibly acted upon:

I. CALL TO ORDER and ROLL CALL

II. BUSINESS

- A.** Approval of November 8, 2023, Finance and Administration Committee Minutes.
- B.** Discussion/update on Village Investment Portfolio by Dana Investment Advisors.
- C.** Discussion/approval of 2023 Administrative Services Annual Report.

III. 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 including in particular the Board of Trustees 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
Finance & Administration Committee
November 8, 2023
Village Board Room, 4:00pm

FINANCE & ADMINISTRATION COMMITTEE MINUTES

I. CALL TO ORDER and ROLL CALL

Chairperson: Mike Barth
Committee Members: Margaret Zitzer
Bob Rudman
Kavin Tadamrongwanish
Barry Goldman
Josh Roling-Excused
Eido Walny-Excused

Also Present: Village Manager Andy Pederson
Administrative Services Director Rachel A. Safstrom
Assistant Village Manager Leah Hofer

II. BUSINESS

- A. Approval of November 9, 2022, February 9, 2023, and May 18, 2023 Finance and Administration Committee Minutes.

Motion by Trustee Zitzer, seconded by Trustee Rudman, to approve the November 9, 2022, February 9, 2023, and May 18, 2023, Finance and Administration Committee Minutes.
Motion carried unanimously.

- B. Discussion/recommendation on the 2024 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 2024 Budget document, reviewing the 2023 accomplishments, 2024 goals, performance measurement program and fiscal analysis. Grant revenue applied for year to date is \$1,072,141.56 and the amount of

received year to date is at \$1,062,385.05. The proposed 2024 Budget is in compliance with expenditure restraint restrictions and levy limits. Manager Pederson stated the overall property tax levy was proposed to increase by 1.86% from 2022. The full tax levy increase is \$88,931. A portion of the allowable increase is due to the provision allowing the same tax levy to increase as the expenditures for the Village's portion of North Shore Fire Rescue budget. The proposed 2023 tax levy is \$4,879,192, the mill rate was proposed to decrease by 8.69% from \$5.99 in 2022 to \$5.47 in 2023.

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. He reviewed the key Accomplishments for Administration in 2023.

Manager Pederson stated in 2023 the Village received several awards including the 2023 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 \$78,786 in State Aid in 2023. This is reduced in 2024 to \$52,093. The Village received a substantial increase in Shared Revenue. However, Expenditure Restraint and State Transportation Aid was increased. Overall budgeted State Aids increased in 2024.

Manager Pederson stated the fee schedule was recommended to be revised to update the Sanitary Sewer User Fee from \$518 to the 2024 rate of \$536 and Stormwater User Fee from \$253 to \$264 per household. The Commercial Sewer User Fee rate per 1,000 gallons was proposed to be \$4.83. The Proposed 2024 Budget maintains the same level of services and events as in the past.

Motion by Trustee Zitzer, seconded by Trustee Rudman, to recommend approval of the 2024 proposed budget to the Village Board. Motion carried unanimously.

- C. Discussion/recommendation on Resolution 23-18 adopting the 2024 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates.
- D. Discussion/recommendation on Resolution 23-19 adopting the 2024 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate.
- E. Discussion/recommendation on Resolution 23-20 adopting the 2024 annual budget and establishing the 2023 tax levy.
- F. Discussion/recommendation on Resolution 23-21 amending Resolution 23-11 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

Motion by Trustee Zitzer, seconded by Mr. Tedamrongwanish, to recommend the Village Board approve Resolution 23-18 adopting the 2024 sanitary sewer enterprise budget and

establishing the Residential and Commercial Sewer User Fee rates; Resolution 23-19 adopting the 2024 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate; Resolution 23-20 adopting the 2024 annual budget and establishing the 2023 tax levy; Resolution 23-21 amending Resolution 23-11 revising the fee schedule as referenced by the Village of Bayside Municipal Code. Motion carried unanimously.

G. Discussion/recommendation on 2024 Village Financial Policies.

Motion by Trustee Zitzer, seconded by Trustee Rudman, to recommend the Village Board approve the 2024 Village Financial Policies. Motion carried unanimously.

H. Discussion/recommendation on 2024 Village goals, performance measure, and fiscal analysis.

Motion by Trustee Zitzer, seconded by Mr. Tedamrongwanish, to recommend the Village Board approve the 2024 Village goals, performance measure, and fiscal analysis. Motion carried unanimously.

I. Discussion/recommendation on 2024-2044 Capital Improvement Program.

Motion by Trustee Zitzer, seconded by Mr. Tedamrongwanish, to recommend the Village Board approve the 2024-2044 Capital Improvement Program. Motion carried unanimously.

J. Discussion/recommendation on purchase of a Public Works Patrol Truck.

Motion by Trustee Zitzer, seconded by Mr. Tedamrongwanish, to recommend the Village Board approve the purchase of a Public Works Patrol Truck. Motion carried unanimously.

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

None

IV. ADJOURNMENT

Motion by Trustee Zitzer, seconded by Trustee Rudman, to adjourn the meeting at 4:47 p.m. Motion carried unanimously.