



Village of Bayside
9075 N Regent Road
Finance and Administration Committee Meeting Minutes
November 10, 2010

I. CALL TO ORDER

Chairman Barth called the meeting to order at 6:06 pm.

II. ROLL CALL - Present unless otherwise noted.

F&A Chairman: Mike Barth
Village Trustees: William Hersch-excused
Eido Walny
Robb DeGraff

Committee Citizen members:
Dan Rosenfeld

Also present: Village Manager Andy Pederson
Director of Finance and Admin Lynn Galyardt
Director of Community and Utility Services Alex Henderson
There was no one in the audience.

III. BUSINESS

A. Discussion/recommendation on the State of Wisconsin Office of Justice Assistance Bayside LiveScan Implementation Grant through Morpho Trac and ImageWare in the amount of \$26,170.

The Finance and Administration Committee discussed the State of Wisconsin Office of Justice Assistance Bayside LiveScan Implementation Grant through Morpho Trac and ImageWare in the amount of \$26,170.

Motion by Trustee Walny, seconded by Trustee DeGraff, to recommend to the Village Board of Trustees the approval of the State of Wisconsin Office of Justice Assistance Bayside LiveScan Implementation Grant through Morpho Trac and ImageWare in the amount of \$26,170. Motion carried unanimously.

B. Discussion/recommendation on the 2011 proposed budget.

- Revenues
- General Government
- Building Inspections & Public Health
- Recreation & Leisure
- Insurances
- Information Technology
- Legal
- Consolidated Services
- Long Term Financial Services
- Administrative Capital

The Finance and Administration Committee discussed the 2011 proposed budget for revenues, general government, building inspections and public health, recreation and leisure, insurances, information technology, legal, consolidated services, long term financial services, and administrative capital. Manager Pederson stated Village revenues were anticipated to increased .8% from 2010 to 2011.

Motion by Trustee DeGraff, seconded by Trustee Walny, to recommend to the Village Board of Trustees the approval of the 2011 proposed budget for revenues, general government, building inspections and public health, recreation and leisure, insurances, information technology, legal, consolidated services, long term financial services, and administrative capital. Motion carried unanimously.

C. Discussion/recommendation on the 2011 proposed Village strategic values and goals.

The Finance and Administration Committee discussed the 2011 proposed Village strategic values and goals.

Motion by Trustee DeGraff, seconded by Trustee Walny, to recommend to the Village Board of Trustees the approval of the 2011 proposed Village strategic values and goals. Motion carried unanimously.

D. Discussion/recommendation on the Tax Levy Stabilization funding plan.

The Finance and Administration Committee discussed the Tax Levy Stabilization funding plan. Manager Pederson presented the funding plan which showed the funding sources to be allocated towards debt service to pay the Village debt through 2014. The funding plan proposed revising the financial policies to allocate the revenue generated from the cell tower toward the Tax Levy Stabilization fund.

Motion by Trustee DeGraff, seconded by Trustee Walny, to recommend to the Village Board of Trustees the approval of the Tax Levy Stabilization funding plan. Motion carried unanimously.

E. Discussion/recommendation on the Village Financial and Investment Policy.

The Finance and Administration Committee discussed the Village Financial and Investment Policy.

Motion by Trustee DeGraff, seconded by Trustee Walny, to recommend to the Village Board of Trustees the approval of the Village Financial and Investment Policy. Motion carried unanimously.

F. Discussion/recommendation on Independent Inspections contract and 2011 fee schedule changes.

The Finance and Administration Committee discussed the Independent Inspections contract and 2011 fee schedule changes.

Motion by Trustee DeGraff, seconded by Dan Rosenfeld, to recommend to the Village Board of Trustees the approval of the Independent Inspections contract and 2011 fee schedule changes. Motion carried unanimously.

G. Discussion/recommendation on Resolution 10-____, a Resolution amending Resolution 10-09 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

The Finance and Administration discussed Resolution 10-____, a Resolution amending Resolution 10-09 revising the fee schedule as referenced by the Village of Bayside Municipal Code.

Motion by Trustee Walny, seconded by Trustee DeGraff, to recommend to the Village Board of Trustees the approval of Resolution 10-____, a Resolution amending Resolution 10-09 revising the fee schedule as referenced by the Village of Bayside Municipal Code. Motion carried unanimously.

H. Discussion/recommendation on 2011 Village budget.

I. Discussion/recommendation on 2011 Sanitary Sewer Utility User Fee.

J. Discussion/recommendation on 2011 Stormwater Utility Equivalent Residential Unit Fee.

The Finance and Administration Committee discussed the 2011 Village budget; the 2011 Sanitary Sewer Utility User Fee; and the 2011 Stormwater Utility Equivalent Residential Unit Fee. Manager Pederson stated the Sanitary Sewer Utility User Fee for 2011 is proposed at \$377 for residential and \$3.64 per one thousand gallons for commercial. Manager Pederson stated the Stormwater Utility Equivalent Residential Unit Fee for 2011 is proposed to be \$125.

Motion by Trustee DeGraff, seconded by Trustee Walny, to recommend to the Village Board of Trustees the approval of the 2011 Village budget; the 2011 Sanitary Sewer Utility User Fee; and the 2011 Stormwater Utility Equivalent Residential Unit Fee. Motion carried unanimously.

K. Discussion/recommendation on printed Village meeting agendas and use of electronic readers.

Director Henderson presented the costs and benefits associated with the use of electronic readers versus printing meeting agendas stating the annual estimated cost to produce and deliver paper agenda packets was \$8,981.52. Manager Pederson noted many communities were using the electronic reader. Director Henderson stated the amount of staff time that it took to prepare the packets each week was over two hours.

Motion by Trustee DeGraff, seconded by Trustee Walny, to recommend to the Village Board of Trustees the approval of the use of electronic readers. Motion carried unanimously.

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

None.

V. ADJOURNMENT

Motion by Trustee DeGraff, seconded by Trustee Walny, to adjourn the meeting at 7:20 pm.
Motion carried unanimously.

Respectfully submitted,

Lynn Galyardt
Director of Finance and Admin/Clerk/Treasurer
November 19, 2010