



Village of Bayside  
9075 N Regent Road  
Finance and Administration, Public Works & Public Safety Committee Meeting  
November 9, 2017  
Village Board Room, 5:00pm

**FINANCE AND ADMINISTRATION COMMITTEE  
PUBLIC WORKS COMMITTEE  
PUBLIC SAFETY COMMITTEE  
AGENDA**

**PLEASE TAKE NOTICE** that a meeting of the Village of Bayside Finance and Administration, Public Works and Public Safety 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**
- II. ROLL CALL**
- III. BUSINESS**
  - A.** Discussion/recommendation on the 2018 proposed budget.
    1. Revenues
    2. General Government Fund
    3. Sanitary Sewer Enterprise
    4. Stormwater Utility
    5. Public Safety Communications
    6. Consolidated Services
    7. Long Term Debt Service
    8. Police Capital
    9. Public Works Capital
    10. Administrative Capital
    11. Public Safety Communications Capital
  - B.** Discussion/review of 2017 accomplishments, goals, performance measurements and fiscal analysis.
  - C.** Discussion/recommendation of Village Financial Policies.
  - D.** Discussion/recommendation on Resolution 17-\_\_\_\_, a resolution amending Resolution 17-01 revising the fee schedule as referenced by the Village of Bayside Municipal Code.
  - E.** Discussion/recommendation on Resolution 17-\_\_\_\_, a resolution adopting the 2018 annual budget and establishing the 2017 tax levy.
  - F.** Discussion/recommendation on Resolution 17-\_\_\_\_, a resolution adopting the 2018 sanitary sewer enterprise budget and establishing the Residential and Commercial Sewer User Fee rates.
  - G.** Discussion/recommendation on Resolution 17-\_\_\_\_, a resolution adopting the 2018 stormwater revenue fund budget and establishing the Equivalent Runoff Unit rate.
- IV. ANY OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE COMMITTEE**
- V. ADJOURNMENT**

Lynn Galyardt  
Director of Finance and Admin/Clerk/Treasurer  
November 2, 2017

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.bayside-wi.gov](http://www.bayside-wi.gov))

**MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE CHANGES:**

▪ STATE SEAL		\$35	\$45
▪ SANITARY SEWER USER CHARGE		\$474	\$480
▪ STORMWATER USER CHARGE		\$215	\$223
▪ UP-THE-DRIVE GARBAGE AND RECYCLING COLLECTION SERVICE		<del>\$993.42</del>	\$998.40

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

**RESOLUTION NO: 17-\_\_\_\_\_**

**A Resolution Amending Resolution 17-01 revising the fee schedule as  
referenced by the Village of Bayside Municipal Code**

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**WHEREAS**, the adopted Municipal Code makes reference to fees charged by the verbiage “shall be in such amount as established by the Village Board from time to time by ordinance or resolution”; and

**WHEREAS**, it is prudent that the fees be reviewed for cost effectiveness; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Village of Bayside, Milwaukee and Ozaukee Counties, Wisconsin, that the following fee schedule, as referenced by the Village of Bayside Municipal Code, be approved as defined in the attached schedule.

**PASSED AND ADOPTED** by the Village Board of the Village of Bayside this \_\_\_\_\_ day of November, 2017.

VILLAGE OF BAYSIDE

\_\_\_\_\_  
Samuel D. Dickman  
Village President

\_\_\_\_\_  
Lynn A. Galyardt, Village Director of Finance &  
Admin/Clerk/Treasurer

**VILLAGE OF BAYSIDE  
MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE**

**RESOLUTION # 17-  
Minimum Fees**

**ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

\$60

**RESIDENTIAL BUILDING PERMITS (INCLUDES ADMIN FEE)**

- ACCESSORY STRUCTURES (INCLUDES SHEDS AND DECKS), (REQUIRES ARC APPROVAL) \$119
- ADDITIONS (REQUIRES ARC APPROVAL) \$140
- ELECTRICAL PERMIT (10/\$1,000 PLUS 40% ADMIN FEE) \$56
- FOUNDATION REPAIR (\$9/\$1,000 PLUS 40% ADMIN FEE) \$119
- HVAC PERMIT (\$10/\$1,000 PLUS 40% ADMIN FEE) \$56
- PLUMBING PERMIT (\$10/\$1,000 PLUS 40% ADMIN FEE) \$56
- NEW STRUCTURE (\$0.12/SQ. FT PLUS 40% ADMIN FEE) \$140
- REMODELING (\$9/\$1,000 PLUS 40% ADMIN FEE) \$119
- REROOFING (\$9/\$1,000 PLUS 40% ADMIN FEE)

**COMMERCIAL BUILDING PERMITS (INCLUDES ADMIN FEE)**

- ELECTRICAL PERMIT (\$10/\$1,000 PLUS 40% ADMIN FEE) \$70
- HVAC PERMIT (\$10/\$1,000 PLUS 40% ADMIN FEE) \$70
- NEW STRUCTURES, ADDITIONS \$140
- REPLACEMENT & MISC ITEMS: ELECTRICAL, PLUMBING, AND HVAC \$70

# VILLAGE OF BAYSIDE MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE

## RESOLUTION # 17- Minimum Fees

### BUILDING

▪ ADMINISTRATIVE FEE (BUILDING, ELECTRICAL, PLUMBING, HVAC, AND TANK PERMITS, CERTIFICATE OF COMPLIANCE)	40% of permit fee
▪ ANNUAL VACANT PREMISES REGISTRATION FEE	\$250
▪ ANNUAL VACANT PREMISES FEE	\$500
▪ BUILDING PERMIT REFUND	Amount over fee
▪ BUILDING AND MECHANICAL CODE	Based on inspection
▪ CERTIFICATE OF COMPLIANCE	
○ BASIC PACKAGE – INITIAL INSPECTION	\$100
○ TWO-FOR PACKAGE – INITIAL INSPECTION AND ONE FOLLOW-UP INSPECTION	\$140
○ ALL-INCLUSIVE PACKAGE – INITIAL INSPECTION, FOLLOW-UP INSPECTION, AND TWO FOLLOW-UP INSPECTIONS	\$175
▪ CERTIFICATE OF COMPLIANCE RE-INSPECTION FEE	\$75 per inspection after two inspections
▪ CUTTING OF GRASS	\$80/first hour, \$23/15 minutes thereafter
▪ EARLY START PERMIT FOR FOOTINGS AND FOUNDATION	\$135
▪ EROSION CONTROL, ADDITIONS	\$100
▪ EROSION CONTROL, COMMERCIAL	\$200 for first acre
	\$100 per acre thereafter
EROSION CONTROL, NEW CONSTRUCTION	\$125
▪ EROSION CONTROL PERMIT	Based on cost - \$200 + reimbursement
▪ FAILURE TO CALL FOR INSPECTION	\$40
▪ FENCES	\$60
▪ OCCUPANCY PERMIT, RESIDENTIAL	\$40 per dwelling
▪ OCCUPANCY, TEMPORARY OCCUPANCY COMMERCIAL	\$85/30 days
▪ PERMIT RENEWAL	50% of permit fee - not less than minimum fee
▪ RAZING, COMMERCIAL	\$1000
▪ RAZING, RESIDENTIAL	\$500
▪ RE-INSPECTION FEE	.05 per sq. ft. for all areas
▪ RELEASE AND INDEMNIFICATION WAIVER	\$40
▪ SPECIAL OCCUPANCIES: OUTDOOR POOLS, TOWERS, TENTS	\$500
▪ STATE SEAL	\$100
▪ SWIMMING POOLS	\$45
▪ TEMPORARY CERTIFICATE	\$110
▪ TEMPORARY OCCUPANCY	\$40
	\$85/30 days
▪ TRANSFER OF SOLID FILL	\$250 plus: \$15 per Single Axle Truck - \$30 per Multi Axle Truck
▪ WORK WITHOUT PERMIT	Double Normal Fees

# VILLAGE OF BAYSIDE MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE

## RESOLUTION # 17-

### ADMINISTRATION

- COPIES - STANDARD SHEET OF PAPER, BLACK & WHITE
- COPIES – STANDARD SHEET OF PAPER, COLOR
- COPIES – STANDARD SHEET OF PAPER, OVER 25 PAGES
- DELINQUENT INVOICE PENALTY CHARGE
- ELECTRONIC TAX ROLL
- DUBBING AN AUDIO TAPE/CD
- NON-SUFFICIENT CHECKS
- NOTARIZING DOCUMENTS
- LEGAL PUBLICATION
  
- MUNICIPAL COURT MOTION FEE
  
- STOP PAYMENT OF CHECK
- TAX ROLL – ALPHA OR STREET
  
- VOTED POLL LIST
  
- VOTER - ABSENTEE LISTING
  
- VOTER REGISTRATION LIST – ALPHA AND STREET

### Minimum Fees

\$0.50/page

\$1/page

\$1/page

1.5%/month

\$50

\$35

\$50

\$0.50

\$35.00

Not less than \$5, no more than \$200

\$50

\$25 + \$0.25/page

\$25 + \$5/1,000 voters + \$0.25/page

\$50 + \$5/1,000 voters + \$0.25/page

\$25 + \$5/1,000 voters

### ALCOHOLIC BEVERAGES

- CLASS "A" FERMENTED
- CLASS "B" FERMENTED
- CLASS "A" INTOXICATING
- CLASS "B" INTOXICATING
- OPERATOR'S LICENSE - INITIAL
- OPERATOR'S LICENSE - RENEWAL

\$100

\$100

\$500

\$500

\$55

\$55

### ANIMALS

- ANIMAL FANCIER PERMIT
- DOG & CAT LICENSES - 5 MONTHS OF AGE AFTER JULY 1- ALTERED
- DOG & CAT LICENSES – 5 MONTHS OF AGE AFTER JULY 1- UNALTERED
- DOG & CAT LICENSES - NEUTERED OR SPAYED
- DOG & CAT LICENSES - UNALTERED
- DOG & CAT LICENSES – PAID AFTER 3/31-ALTERED
- DOG & CAT LICENSES – PAID AFTER 3/31-UNALTERED
- GROOMING ESTABLISHMENTS
- KENNEL PERMIT
- PET SHOPS

\$25

\$6

\$12

\$12

\$24

\$18

\$36

\$100

\$100

\$100

### BUSINESSES

- CIGARETTE AND TOBACCO PRODUCTS RETAILER LICENSE
- PRECIOUS METALS, ETC.

\$100

\$100

# VILLAGE OF BAYSIDE MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE

## PUBLIC WORKS

	RESOLUTION # 17- Minimum Fee
▪ ADDITIONAL GARBAGE CONTAINER PERMIT - ANNUAL	\$55
▪ CALLBACKS FOR GARBAGE AND RECYCLING	\$36
▪ CULVERT REPLACEMENT (WITHIN ROAD PROJECT)	\$500
▪ CULVERT REPLACEMENT (NOT WITHIN ROAD PROJECT)	\$900
▪ DRIVEWAY/CULVERT/IMPERVIOUS SURFACE PERMIT	\$100
▪ GARBAGE OR RECYCLING CART	\$65 each
▪ GARBAGE OR RECYCLING CART RENTAL	
○ FIRST CART	\$25
○ EACH ADDITIONAL CART (NO LIMIT)	\$5
▪ MULCH DELIVERY FEE (WITHIN VILLAGE)	
○ 5 YARDS	\$90
○ 10 YARDS	\$165
○ 15 YARDS	\$240
○ 20 YARDS	\$300
○ 25 YARDS	\$350
▪ MULCH DELIVERY FEE 5 MILE RADIUS OUTSIDE OF VILLAGE-LABOR AND EQUIPMENT	\$180/5 yards
▪ LOADING FEE	\$40
▪ NO PARKING SIGNS	\$25
▪ ONE TIME UP THE DRIVE PICKUP COLLECTION FEE	\$40
▪ RAIN BARRELS	\$45 each, three for \$125
▪ RIGHT OF WAY PERMIT	
○ EXCAVATION FEE	\$200
○ RIGHT OF WAY FEE	\$100
▪ SANITARY SEWER USER CHARGE	\$480
▪ SEWER CONNECTION CHARGE	\$2,500
▪ SPECIAL EVENT PERMIT/ BARRICADE REQUEST	\$50
▪ SPECIAL PICKUP	\$75
▪ STORMWATER MANAGEMENT REVIEW	\$200 + actual costs
▪ STORMWATER USER CHARGE	\$223
▪ STREET CUTTING	
○ BOND FOR STREET CUTTING PROJECTS	\$1,000
○ LESS THAN 100 SQ. FT.	\$150
○ GREATER THAN 100 SQ. FT.	\$200
▪ TV RECYCLING FEE	\$40
▪ UNENCLOSED STORAGE PERMIT (DUMPSTERS, PODS, ETC)	\$30/First container, \$50/ Two containers
▪ UP-THE-DRIVE GARBAGE AND RECYCLING COLLECTION SERVICE	\$998.40
▪ WELL OPERATION FEE	\$25/ every five years



# VILLAGE OF BAYSIDE MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE

RESOLUTION # 17-

## EMERGENCY SERVICES

Minimum Fee

▪ FALSE SECURITY ALARM PENALTIES (BURGLAR)	
○ ONE AND TWO FAMILY, FIRST FALSE SECURITY ALARM	Warning
○ ONE AND TWO FAMILY, SECOND FALSE SECURITY ALARMS	\$50.00
○ ONE AND TWO FAMILY, THIRD FALSE SECURITY ALARMS	\$75.00
○ ONE AND TWO FAMILY, FOURTH FALSE SECURITY ALARMS	\$100.00
○ ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$200.00
○ ALL OTHER PROPERTIES, FIRST FALSE SECURITY ALARM	Warning
○ ALL OTHER PROPERTIES, SECOND FALSE SECURITY ALARMS	\$300.00
○ ALL OTHER PROPERTIES, THIRD FALSE SECURITY ALARMS	\$350.00
○ ALL OTHER PROPERTIES, FOURTH FALSE SECURITY ALARMS	\$400.00
○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE SECURITY ALARMS	\$500.00
▪ FALSE FIRE ALARM PENALTIES	
○ ONE AND TWO FAMILY, FIRST FALSE FIRE ALARM	Warning
○ ONE AND TWO FAMILY, SECOND FALSE FIRE ALARM	\$50.00
○ ONE AND TWO FAMILY, THIRD FALSE FIRE ALARMS	\$75.00
○ ONE AND TWO FAMILY, FOURTH FALSE FIRE ALARMS	\$100.00
○ ONE AND TWO FAMILY, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS	\$200.00
○ ALL OTHER PROPERTIES, FIRST FALSE FIRE ALARM	Warning
○ ALL OTHER PROPERTIES, SECOND FALSE FIRE ALARMS	\$300.00
○ ALL OTHER PROPERTIES, THIRD FALSE FIRE ALARMS	\$350.00
○ ALL OTHER PROPERTIES, FOURTH FALSE FIRE ALARMS	\$400.00
○ ALL OTHER PROPERTIES, FIFTH AND SUBSEQUENT FALSE FIRE ALARMS	\$500.00

# VILLAGE OF BAYSIDE MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE

## OFFENSES & MISC. PROVISIONS

- CONTRIBUTING TO TRUANCY
- FINDINGS & DISPOSITIONS 2<sup>ND</sup> VIOLATION
- SUBSEQUENT VIOLATIONS COMMITTED WITHIN 12 MONTHS OF A PREVIOUS VIOLATION
- TRANSIENT MERCHANT INVESTIGATION FEE
  - EVERY PERSON THEREAFTER

## POLICE

- ACCIDENT REPORT
- COMPUTER REPORT
- DATA 911 DVD/AUDIO
- DATA 911 DVD/VEHICLE VIDEO
- FINGERPRINTING
- PHOTO
- SPEED TRAILER RENTAL
- POLICE SPECIAL EVENTS - COORDINATION AND ATTENDANCE

## SECONDHAND GOODS

- RUMMAGE SALE

## SIGNS

- FINE
- SIGN PERMIT - UP TO 25 SQUARE FEET
- SIGN PERMIT 25 - 100 SQUARE FEET
- SIGN PERMIT - TEMPORARY SIGNS
- SIGN PERMIT - VARIANCES

## ELLSWORTH PARK

- BALL DIAMOND RENTAL
- PARK PAVILION RENTAL
- TENNIS COURT RENTAL

## TRAFFIC AND VEHICLES

- BICYCLE REGISTRATION
- VEHICLE STORAGE

## RESOLUTION # 17-

### Minimum Fee

Not less than \$50, no more than \$500

\$100 + costs

\$500

\$150

\$20

\$6.50

\$2

\$15

\$35

\$20

\$2

\$100/day

\$95/hour

\$10

\$60

\$200

\$300

\$35

\$100

\$35 + \$200 Deposit

\$35 + \$35 Deposit

\$3/hr per Resident

\$6/hr per Non-Resident

\$10

\$10

# VILLAGE OF BAYSIDE MUNICIPAL CODE AND ADMINISTRATIVE FEE SCHEDULE

## ZONING

- BOARD OF ZONING APPLICATION
- BROWN DEER ROAD OVERLAY
- COMMUNITY-BASED RESIDENTIAL FACILITIES CONDITIONAL USE
- CONDITIONAL USE PERMIT APPLICATION
- LAND DIVISIONS
- HOME OCCUPATIONS
- OVERLAY USE "D" BUSINESS DISTRICT
- PLANNED RESIDENTIAL DEVELOPMENT
- PLANNED UNIT COMMERCIAL DEVELOPMENT DISTRICT PETITION

## RESOLUTION # 17-

### Minimum Fees

\$500
\$250
\$250
\$300
\$250
\$40
\$250
\$250
\$500/acre plus cost incurred by Village

STATE OF WISCONSIN  
MILWAUKEE AND OZAUKEE COUNTIES  
VILLAGE OF BAYSIDE

RESOLUTION NO 17-\_\_\_\_\_

**A resolution adopting the 2018 annual budget and establishing the 2017 tax levy**

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**WHEREAS**, Municipal Code of the Village of Bayside requires an annual budget appropriating monies to finance activities of the Village for the ensuing fiscal year; and

**WHEREAS**, the Village Board of Trustees have duly considered and discussed a budget for 2018 as proposed by the Village Manager and recommended by the Finance and Administration Committee; and

**WHEREAS**, the Village Board of Trustees held a public hearing on the 2018 Annual Budget on November 16, 2017 as required; and

**WHEREAS**, the 2018 budget requires a tax levy to partially finance the appropriations.

**NOW, THEREFORE BE IT RESOLVED** by the Village Board of the Village of Bayside, Wisconsin, that budgeted revenue estimates and expenditure appropriations for the year 2018 for the General Fund, Special Revenue Funds-Public Safety Communications, Consolidated Services Fund, Long Term Financial Services Fund, Police Capital Fund, Public Works Capital Fund, Administrative Services Capital Fund, and Public Safety Communications Capital Fund is hereby adopted as set forth in the attachment and established in program category detail in the budget document.

**BE IF FURTHER RESOLVED** that the property tax levy required to finance the 2018 Budget is \$4,503,713.

**PASSED AND ADOPTED** by the Village Board on this \_\_\_\_\_ day of November, 2017.

VILLAGE OF BAYSIDE

\_\_\_\_\_  
Samuel Dickman  
Village President

Attest:

\_\_\_\_\_  
Lynn A. Galyardt  
Village Director of Finance and  
Admin/Clerk/Treasurer

STATE OF WISCONSIN  
MILWAUKEE AND OZAUKEE COUNTIES  
VILLAGE OF BAYSIDE

RESOLUTION NO 17-\_\_\_\_\_

**A resolution adopting the 2018 sanitary sewer enterprise budget and  
establishing the Residential and Commercial Sewer User Fee rates**

**WHEREAS**, Municipal Code of the Village of Bayside requires an annual budget appropriating monies to finance activities of the Village for the ensuing fiscal year; and

**WHEREAS**, the Finance and Administration Committee have duly considered and discussed a budget for the Sewer Fund on November 9, 2017 as proposed by the Village Manager; and

**WHEREAS**, the Village Board of Trustees held a public hearing on the 2018 Annual Sewer Budget on November 16, 2017 as required; and

**WHEREAS**, the 2018 Residential Sewer User fee is set at \$480.00 and the 2018 Commercial Sewer rate per 1,000 gallons used is \$4.18; and

**NOW, THEREFORE BE IT RESOLVED** by the Village Board of the Village of Bayside, Wisconsin, that budgeted revenue estimates and expenditure appropriations for the year 2018 for the Sewer Fund is hereby adopted as set forth in the attachment and established in program category detail in the budget document.

**PASSED AND ADOPTED** by the Village Board on this \_\_\_\_\_ day of November, 2017.

VILLAGE OF BAYSIDE

\_\_\_\_\_  
Samuel Dickman  
Village President

Attest:

\_\_\_\_\_  
Lynn A. Galyardt  
Village Director of Finance &  
Admin/Clerk/Treasurer

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

**RESOLUTION NO. 17-\_\_\_\_\_**

**A resolution adopting the 2018 stormwater revenue fund budget and  
establishing the Equivalent Runoff Unit rate**

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**WHEREAS**, Municipal Code of the Village of Bayside requires an annual budget appropriating monies to finance activities of the Village for the ensuing fiscal year; and

**WHEREAS**, the Village Board of Trustees have duly considered and discussed a budget for the Stormwater Fund in on November 16, 2017 as proposed by the Village Manager; and

**WHEREAS**, the Village Board of Trustees held a public hearing on the 2018 Annual Stormwater Budget on November 16, 2017 as required; and

**WHEREAS**, the 2018 Annual Stormwater Equivalent Runoff Unit fee is set at \$223.00; and,

**NOW, THEREFORE BE IT RESOLVED** by the Village Board of the Village of Bayside, Wisconsin, that budgeted revenue estimates and expenditure appropriations for the year 2018 for the Stormwater Fund is hereby adopted as set forth in the attachment and established in program category detail in the budget document.

**PASSED AND ADOPTED** by the Village Board on this \_\_\_\_\_ day of November, 2017.

VILLAGE OF BAYSIDE

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Samuel Dickman  
Village President

Attest:

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Lynn A. Galyardt  
Village Director of Finance &  
Admin/Clerk/Treasurer