



Meeting Minutes

Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Martin J. Weigel, Vice-Chair*

*Alderspersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt*

Tuesday, May 3, 2016

7:00 PM

City Hall Room 128

RECESS MEETING

A. CALL TO ORDER

*Chair Haass called the meeting to order at 7:42 p.m.*

B. ROLL CALL

**Present** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**Others Attending**

*Dawn Gunderson, Ehlers & Associates, Inc.; Scott Post, City Attorney; Nick Cerwin, Assistant City Attorney; Sally Nusslock, Health Commissioner; Steve Bane, Fire Chief; Audrey Key, HR Director; Ed Lisinski, Director of BINS; Kris Moen, Interim Finance Director/Comptroller/City Treasurer; Jim Jandovitz, IT Director; Rebecca N. Grill, City Administrator; Other Staff; Guests and Media.*

C. NEW AND PREVIOUS MATTERS

New Matters for Introduction

- 12. [R-2016-0117](#) Resolution awarding the sale of \$6,250,000 General Obligation Corporate Purpose Bonds, Series 2016A.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Weigel, seconded by Ald. May, that this matter was Recommended For Adoption As Amended. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

- 13. [R-2016-0120](#) Resolution awarding the sale of \$16,445,000 Taxable General Obligation Refunding Bonds, Series 2016B.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Weigel, seconded by Ald. May, that this matter was Recommended For Adoption As Amended. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

14. [R-2016-0124](#) Resolution requesting the transfer of \$12,242.25 from the City's Contingency Fund to the Community Development Block Grant (CDBG) Account.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

15. [R-2016-0107](#) Resolution authorizing the Director of Public Works/City Engineer to transfer \$440,000 from the Contingency Fund to the Capital Improvement Fund to construct the permanent repairs to the granite panels at City Hall.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Weigel, seconded by Ald. Czaplewski, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

16. [R-2016-0114](#) Resolution relative to approving 2015 Transfers, Carryovers, Open Purchase Orders, Capital Accumulation Charges, and Negative Department Balances.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. May, seconded by Ald. Czaplewski, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

17. [R-2016-0109](#) Resolution relative to accepting the proposal of GHA Technologies, Inc. for furnishing and delivering desktop computers for a total sum of \$36,202.50.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Weigel, seconded by Ald. Czaplewski, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

18. [R-2016-0113](#) Resolution requesting authorization to withdraw from Local Government Property Insurance Fund.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Weigel, seconded by Ald. Czaplewski, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

19. [R-2016-0112](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1101, Budget Preparation, under Administration & Finance.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was Recommended For Adoption. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

20. [2016-0214](#) Finance Director/Comptroller submitting report for March 2016 indicating City of West Allis checks issued in the amount of \$1,984,165.63.

**A motion was made by Ald. Czaplewski, seconded by Ald. Weigel, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

21. [2016-0256](#) Communication from City Administrator regarding 2016-2020 State Fair Park Crowd and Traffic Control Services Agreement.

*Committee members questioned the actual costs incurred for traffic related activities during the State Fair. Ms. Grill explained the costs for DPW/Engineering were almost \$40,000 and the police related costs were close to \$57,000. The Committee recommended approaching the State Fair Park Executive Director and renegotiating for additional compensation closer to our actual costs. Staff concurred and will report back at a future time.*

**A motion was made by Ald. Weigel, seconded by Ald. Czaplewski, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

22. [2016-0234](#) Communication from City Administrator requesting approval to fill vacant position of Truck Driver in the Department of Public Works, Sanitation and Street Division.

**A motion was made by Ald. Czaplewski, seconded by Ald. Weigel, that this matter was Recommended For Approval. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

23. [2016-0268](#) Communication from City Administrator requesting approval to fill the vacant position of Circulation Services Representative at the Public Library.

**A motion was made by Ald. May, seconded by Ald. Roadt, that this matter was Recommended For Approval. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

24. [2016-0269](#) Communication from City Administrator requesting approval to fill upcoming vacant position of Assessment Clerk I in the Assessor's Department.

**A motion was made by Ald. May, seconded by Ald. Roadt, that this matter was Recommended For Approval. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

25. [2016-0270](#) Communication from City Administrator requesting approval to conduct a classification and compensation study for all positions in the City (except Fire and Police Department positions).

*Ms. Grill, City Administrator, gave a brief overview of the possible options: (1) Review of IT staff and overall scope development for \$13K; and (2) Study of all 265 positions for \$92K. She also explained the budget for this was \$60K. Ms. Key, HR Director, provided history of compensation studies for West Allis (the last one was completed in the early 1980's) in response to a question about the need for such a study. Committee members suggested staff obtain two quotes for the next meeting. One for the entire project (with an option to pay for a portion of it in 2017) and one for a project that would cost \$60K.*

**A motion was made by Ald. Roadt, seconded by Ald. Czaplewski, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

26. [2016-0255](#) City Administrator report on IT Steering Committee meetings.

**A motion was made that this matter was Recommended For Approval. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

### City Attorney Claim Report

27. [2015-0782](#) Summons and Complaint in the matter of Nationstar Mortgage LLC vs James Edward Davis, et al. regarding foreclosure of mortgage, Case No. 15CV008628.

**This matter was Recommended to be Placed on File on a Block Vote**

28. [2016-0073](#) Luke Anthony Steffens communication relative to vehicle damages allegedly sustained at S. 76 St and W. National Ave. on January 12, 2016.

**This matter was Recommended to be Paid and Placed on File on a Block Vote**

**Passed The Block Vote**

**A motion was made by Ald. May, seconded by Ald. Weigel, to approve all the actions on the preceding items on a Block Vote. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

**D. CLOSED SESSION**

*At 8:33 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to confer with the City Attorney on the Albrecht v. City of West Allis, U.S. District Court Case #15-CV-00740, and to take such further action as may be necessary and appropriate with respect to such matter.*

*A closed session for the above purpose is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(g), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to confer with legal counsel for the governing 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.*

**A motion was made by Ald. Czaplewski, seconded by Ald. Weigel, that this matter was Approved. The motion carried by the following vote:**

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

*City Attorney Scott Post was present to discuss this case. He presented background information on this matter and provided settlement recommendation in this regard. Staff responded to questions and comments from Committee members. The Committee consensus was to proceed with the proposed settlement recommendation as presented by the City Attorney.*

*Upon conclusion of the closed session, the Administration & Finance Committee reconvened in open session at said time and place to consider its public agenda, including motions to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.*

**E. ADJOURNMENT**

*A motion was made by Ald. Czaplewski, seconded by Ald. Weigel, that the meeting be adjourned at 8:45 p.m. The motion carried unanimously.*