



City of West Allis

Meeting Minutes

Administration & Finance Committee

Aldersperson Kevin Haass, Chair

Aldersperson Danna Kuehn, Vice-Chair

Alderspersons: Thomas G. Lajsic, Angelito Tenorio, and Martin J. Weigel

Tuesday, September 1, 2020

7:43 PM

City Hall, Common Council Chambers
7525 W. Greenfield Ave.

RECESS MEETING (draft)

A. CALL TO ORDER

The meeting was called to order by Chairperson Haass at 7:40 p.m.

B. ROLL CALL

Present 4 - Haass, Kuehn, Lajsic, and Tenorio

Excused 1 - Weigel

C. APPROVAL OF MINUTES

[2020-0524](#) Minutes (draft) Recess Meetings of June 16, 2020, June 25, 2020, July 14, 2020, August 4, 2020 and September 1, 2020

Attachments: [AF Recess 06162020.draft](#)

[AF Recess 06252020.draft](#)

[AF Recess 07142020.draft](#)

[AF Recess 08042020.draft](#)

No action taken.

D. NEW AND PREVIOUS MATTERS

ADMINISTRATION & FINANCE and PUBLIC WORKS COMMITTEES

New Matters for Introduction

10. [2020-0563](#) Communication from the Director of Public Works to extend the temporary appointment of Brett Wollenzien in the position of Fleet Services Superintendent

Attachments: [wollenzien interim appointment](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended to be Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

ADMINISTRATION & FINANCE COMMITTEE

New Matters for Introduction

11. [O-2020-0040](#) Ordinance to amend the City of West Allis salary schedule relating to the creation of the position of Tradesperson-Carpenter

Sponsors: Administration & Finance Committee

Attachments: [O-2020-0040](#)

A motion was made by Lajsic, seconded by Kuehn, that this matter was Recommended for Passage. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

12. [R-2020-0476](#) Resolution authorizing the continuation of the Humana Medicare Advantage Plan for Medicare eligible retirees, from January 1, 2021 to December 31, 2021

Sponsors: Administration & Finance Committee

Attachments: [Res R-2020-0476](#)

[2021 Renewal signature form - City of West Allis](#)

[2021 Rx for City of West Allis Rx 274 - PDE](#)

[2021 LPPO for City of West Allis 079-406 - PDE](#)

[2021 COWA Custom MAPD Rate Sheets](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

13. [R-2020-0498](#) Resolution to consider the purchase of three kiosks and service agreement to support the operations of the West Allis City Hall Customer Service Center from DynaTouch Interactive Technologies in an amount not to exceed \$96,820

Sponsors: Administration & Finance Committee

Attachments: [Exhibit A - Quote](#)

[R-2020-0498](#)

[Res R-2020-0498 signed](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

14. [R-2020-0506](#) Resolution to consider amending the Community Development Block Grant-CV Program, Rental and Mortgage Assistance Program, income limits

Sponsors: Administration & Finance Committee

Attachments: [R-2020-0506](#)

[Res R-2020-0506 signed](#)

Patrick Schloss, Community Development Manager, present to discuss.

A motion was made by Lajsic, seconded by Kuehn, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

15. [2020-0572](#) Communication from the Health Commissioner regarding request to fill the Women, Infants and Children (WIC) Program-Breastfeeding Peer Counselor position

Attachments: [MEMORANDUM.BF Peer](#)

A motion was made by Lajsic, seconded by Kuehn, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

16. [2020-0573](#) Communication from the Health Commissioner regarding request to fill two vacant Women, Infants and Children (WIC) Program positions for Community Health Nutritionists

Attachments: [MEMORANDUM - Comm WIC Nutritionist](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

17. [2020-0575](#) Communication from the Health Commissioner regarding request to fill the Deputy Registrar position

Attachments: [MEMORANDUM - Dep Registrar request form](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

18. [2020-0590](#) Communication from the Director of Public Works to approve an exception to the hiring freeze and grant permission to fill a vacant Crewmember position

Attachments: [a&f approval to fill position 2020-09-01 mtg \(truck driver\)](#)

A motion was made by Lajsic, seconded by Kuehn, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

19. [2020-0591](#) Communication from the Director of Public Works to create a Utility Accountant position in the Water Division, funded by 2 vacant Maintenance Repairer positions

Attachments: [a&f approval to fill position 2020-09-01 mtg \(utility accountant\)](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

20. [2020-0599](#) Communication from the Director of the Department of Building Inspection and Neighborhood Services to Fill Vacant Neighborhood Services Inspector Position

Attachments: [Request to Fill Neighborhood Services Inspector position 8-27-20 \(2\)](#)

A motion was made by Kuehn, seconded by Tenorio, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

21. [2020-0601](#) Communication from the Municipal Judge regarding request to fill the Municipal Court Clerk II position

Attachments: [MEMORANDUM.BF Peer](#)

[Letter to fill Clerk Two Position](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

22. [2020-0602](#) Communication from the Library Director regarding request to fill the Librarian (full-time) position

Attachments: [Lbrary request 2 positions](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

23. [2020-0604](#) Communication from the Library Director regarding request to fill the Circulation Services Representative (part-time) position

Attachments: [Lbrary request 2 positions](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended For Approval and Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

24. [2020-0558](#) Finance Director/Comptroller submitting report for July 2020 indicating City of West Allis checks issued in the amount of \$2,513,338.16

Attachments: [July 2020 Monthly Claims Report to CC](#)

A motion was made by Lajsic, seconded by Tenorio, that this matter was Recommended to be Placed on File. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

Previous Matters for Consideration

- 25. [R-2020-0449](#) Resolution to consider a sole source professional service contract with Tracy Cross & Associates, Inc. in the amount of \$26,500 for a market study on the West Allis housing market

Sponsors: Administration & Finance Committee

Attachments: [Scope of Services Tracy Cross R-2020-0449](#)

A motion was made by Kuehn, seconded by Lajsic, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 4 - Haass, Kuehn, Lajsic, and Tenorio

No: 0

E. ADJOURNMENT



All meetings of the {bdName} are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.