



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

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, December 20, 2016

7:30 PM

City Hall Room 128

RECESS MEETING (draft minutes)

A. CALL TO ORDER

Chair Haass called the meeting to order at 7:30 p.m.

B. ROLL CALL

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

Others Attending

Mayor Devine; Patrick Mitchell, Police Chief; Steve Bane, Fire Chief; Kurt Zellmann, Assistant Fire Chief; Sally Nusslock, Health Commissioner; Ed Lisinski, Director of BINS; Jim Jandovitz, IT Director; Jon Matte, Communications Director; Rebecca Grill, City Administrator.

C. NEW AND PREVIOUS MATTERS

New Matters for Introduction

- 7. [O-2016-0059](#) An Ordinance to repeal and recreate Sections 5.03(7)(a) and 5.03(7)(b) of the City of West Allis Revised Municipal Code regarding Ambulance Fees.

Sponsors: Administration & Finance Committee

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

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

No: 0

- 8. [O-2016-0060](#) Ordinance to Amend Subsection 2.19(8)(b) of the West Allis Revised Municipal Code Relating to Snow and Ice Removal Deposit.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Weigel, seconded by Ald. Roadt, that this matter was Recommended for Passage. 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 7:38 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to discuss performance evaluation data of a public employee, 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)(c), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

This matter was Approved

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

No: 0

City Administrator Grill and Mayor Devine were present and informed the Committee about the performance evaluation data of a public employee. Discussion ensued during which time Mayor Devine and Ms. Grill responded to questions and comments from Committee members. Based on Committee consensus, direction was provided to staff on how to proceed.

Upon conclusion of the closed session, at approximately 7:52 p.m., 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.

9. [O-2016-0061](#)

An Ordinance to amend Salary Ordinance No. O-2015-0054 establishing the salary ranges of certain employees in the Executive Service, the Managerial Service, the Deputy Service, and the Confidential, Professional and Supervisory Service of the City of West Allis for 2016 (Senior Accountant, Software Solutions and Usability Training Supervisor, Digital Services Supervisor, Benefits/Wellness Coordinator, HR Generalist, Communications Director, Deputy Finance Director).

Sponsors: Administration & Finance Committee

Ms. Grill mentioned one change was needed in the body of the ordinance. The word "Deputy" should be placed in front of "Treasurer" for the position of Senior Accountant/Deputy Treasurer.

Ald. Weigel moved to amend the ordinance by correcting the title of a position as advised by staff. The motion was seconded by Ald. Czaplewski and it passed unanimously.

A motion was then made to approve the amended ordinance.

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

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

No: 0

10. [O-2016-0062](#) An Ordinance to amend Salary Ordinance No. O-2015-0055 establishing the salaries of certain Administrative and Clerical Employees for 2016 (Neighborhood Service Zoning Inspector, Plumbing Inspector III, Communications Assistant, Graphic Print and Web Designer, Records Management Systems Specialist-Police, Business Process Analyst).

Sponsors: Administration & Finance Committee

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

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

No: 0

11. [O-2016-0063](#) An Ordinance to amend Salary Ordinance No. O-2015-0057 establishing the salaries of certain employees in the Health Department for 2016 (Public Health Nurse III).

Sponsors: Administration & Finance Committee

This matter was Held

12. [R-2016-0298](#) Resolution approving the fees for Basic Life Support (BLS) ambulance service, effective January 1, 2017.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Roadt, 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

13. [R-2016-0300](#) Resolution authorizing the Director of Development to enter into a Memorandum of Understanding by and between the City of West Allis, the City of Milwaukee and other local governmental entities and/or PHAs for a regional Affirmatively Furthering Fair Housing (AFFH) Plan, which includes the pledge and payment of \$10,000 from the Community Development Block Grant (CDBG) Program.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Czaplewski, 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

14. [R-2016-0302](#) Resolution authorizing the purchase of three (3) ambulances for a total sum of approximately \$736,000.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Weigel, seconded by Ald. Roadt, 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. [2016-0732](#) Communication from City Administrator recommending the appointment of Mr. Jon Matte for the position of Communications Director.

A motion was made by Ald. Weigel, 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

15. [R-2016-0306](#) Resolution relative to approval of the Employment Contract for the position of Communications Director with Jonathan Matte.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Roadt, 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

17. [2016-0726](#) Communication from the Interim Finance Director regarding the vacant Buyer position in the Finance Department.

A motion was made by Ald. Weigel, seconded by Ald. Roadt, 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

18. [2016-0731](#) Communication from City Administrator regarding notification of resignation from Charles F. Ruud, City Assessor, effective December 15, 2016.

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

19. [2016-0712](#) Finance Director/Comptroller submitting report for November 2016 indicating City of West Allis checks issued in the amount of \$2,176,897.41.

A motion was made by Ald. Czaplewski, seconded by Ald. Roadt, 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

City Attorney Claim Report

20. [2016-0537](#) Marcella Jones communication regarding property damages allegedly sustained at 2084 S. 58 St. on August 3, 2016.

This matter was Recommended for Denial on a Block Vote

21. [2016-0575](#) Margaret E. Clark communication relative to property damages allegedly sustained at 7129 W. Cleveland Drive on August 3, 2016.

This matter was Recommended for Denial on a Block Vote

E. ADJOURNMENT

A motion was made by Ald. Weigel, seconded by Ald. Roadt, that the meeting be adjourned at 8:07 p.m. The motion carried unanimously.

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

No: 0