



# City of West Allis

## 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*

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Monday, June 11, 2018

6:00 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### REGULAR MEETING (draft minutes)

#### A. CALL TO ORDER

*Chairperson Haass called the meeting to order.*

#### B. ROLL CALL

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

Others Present:

*Ald. Lajsic; Wayne Clark; RaeAnne Beaudry and Alex Beaudry, The Horton Group; Rebecca Grill, City Administrator; Peggy Steeno, Finance Director; Sheryl Kuhary, Assistant City Attorney; Tony Warkoczewski, IT Director; Joe Clesceri, IT Project Manager.; Sally Nusslock, Health Commissioner; Jane Barwick, Benefit/Wellness Coordinator.*

#### C. ANNOUNCEMENT

*Announcement of closed session pursuant to Wis. Stats. Section 19.85(1)(c) to discuss performance evaluation data of public employees (executive service positions).*

#### D. APPROVAL OF MINUTES

1. [2018-0369](#) Minutes (draft) April 9, 2018 Regular Meeting, April 17, 2018 Recess Meeting, May 1, 2018 Recess Meeting, May 15, 2018 Recess Meeting, and June 5, 2018 Recess Meeting.

**A motion was made by Ald. Weigel, seconded by Ald. May, to approve the minutes. The motion carried by the following vote:**

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

**No:** 0

## E. NEW AND PREVIOUS MATTERS

### Held Items

2. [O-2017-0053](#) Ordinance to Amend, Repeal or Recreate the following Subsections in Chapter 2, Subchapter I - Amend 2.02 (1), Repeal and Recreate 2.05(2); Amend 2.95(1); Repeal and Recreate 2.95(2), 2.95 (3); Repeal 2.95 (4) and 2.95 (5); Amend 2.10 (2) (a) and (b), 2.14 (1), 2.16 (1), 2.24(1); Repeal 2.29; Amend 2.30 (1), 2.32 (1) and (2); Repeal 2.34 and 2.35. Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter II - Amend 2.63(1) , 2.70(1) and (2)(a); Repeal and Recreate 2.72, 2.73; Create 2.74; Amend 2.75(1); Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter IV - Amend 4.2, 4.4(1), 4.7(1), 4.9(1) of the City of West Allis Revised Municipal Code relating to Appointive Officials and Employees, Vacancies, Appointment and Term for Executive, Managerial and Deputy-Assistant Service positions.

**Sponsors:** Probst

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

3. [R-2017-0311](#) Resolution relative to amending the City of West Allis Policy & Procedure #404, with the amended title, "Recruiting, Hiring, and Reappointment Process for Executive/Managerial/Deputy-Assistant Service Positions," and repealing City of West Allis Policy and Procedure #1455, Managerial Service (Division Head) Conditions of Employment.

**Sponsors:** Administration & Finance Committee

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

4. [2017-0562](#) Communication from HR Director regarding the opening of contract negotiations with the West Allis Professional Firefighters Association, Local #1004.

**This matter was Recommended to be 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

**F. IT DIRECTOR DISCUSSION ITEMS**

5. [2018-0493](#) Public Works Project Update: Asset Management & Work Order Management.

*IT Director Tony Warkoczewski and IT Project Manager Joe Clesceri were present to discuss this matter. A PowerPoint presentation was made and staff responded to questions from Committee Members. Committee consensus was provided based on staff recommendations for next steps.*

**This matter was Discussed and Consensus Given**

**G. CITY ADMINISTRATOR DISCUSSION ITEMS**

6. [2018-0494](#) Preliminary 2019 Budget Calendar.

*City Administrator Rebecca Grill and Finance Director Peggy Steeno presented the 2019 Budget and Capital Planning schedule. Staff responded to questions and comments from Committee Members. Committee consensus to proceed per staff recommendation.*

**This matter was Discussed and Consensus Given**

7. [2018-0495](#) Medicare Advantage Plan Implementation Progress and Policy Updates.

*Jane Barwick, Benefit/Wellness Coordinator, and RaeAnne Beaudry from The Horton Group were present to discuss this matter and explain progress on the Medicare Advantage Plan implementation, which will allow people to participate in the program at their costs. Policies 1413 and 1483 are impacted by the implementation and will be updated at the appropriate time. Staff responded to questions and comments from Committee Members.*

**This matter was Discussed**

8. [2018-0496](#) Progress and Recommendations regarding Total Benefit Package from Employee Benefit Committee.

*City Administrator Rebecca Grill reported on this matter and presented information on a total benefit package as recommended by the Employee Benefit Committee. Further discussion ensued, and staff responded to questions/comments from the Committee. Progress reports will continue as work continues on the package.*

**This matter was Discussed**

9. [2018-0497](#) Long Term Disability Program Options.

*RaeAnne Beaudry reviewed progress on the long term disability program. She and other staff responded to questions from the Committee. This is for informational purposes only at this time.*

**This matter was Discussed**

**10. [2018-0509](#)** Wellness Program Initiatives.

*RaeAnne Beaudry presented information on wellness program initiatives they are focusing on. She and other staff responded to questions from the Committee. This is for informational purposes only at this time.*

**This matter was Discussed**

**H. CLOSED SESSION**

*At 7:22 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 public employees (executive service positions), 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.*

**A motion was made by Ald. May, seconded by Ald. Weigel, to meet in closed session at 7:22 p.m. The motion carried by the following vote:**

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

**No:** 0

*City Administrator Rebecca Grill discussed performance evaluation data for executive service employees. She responded to questions and comments from Committee Members. Committee consensus to proceed as recommended by Ms. Grill.*

*Upon conclusion of the closed session at 8:17 p.m., the Administration & Finance Committee had no further business to attend to.*

## I. ADJOURNMENT

*A motion was made by Ald. Weigel, seconded by Ald. Roadt, to adjourn the meeting at 8:17 p.m.*



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.