



# 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*

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Wednesday, November 4, 2020

8:07 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### RECESS MEETING (draft)

#### A. CALL TO ORDER

*The meeting was called to order by Chairperson Haass at 8:07 p.m.*

#### B. ROLL CALL

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

*Others Present: Rebecca Grill, City Administrator, and Ed Lisinski, Director of Building Inspections & Neighborhood Services Department.*

#### C. NEW AND PREVIOUS MATTERS

#### ADMINISTRATION & FINANCE and PUBLIC WORKS COMMITTEES

#### New Matters for Introduction

9. [R-2020-0650](#) Resolution to authorize the Director of Public Works to sign an Agreement for Professional Services with Short Elliott Hendrickson Inc. (SEH) for Engineering Consulting Services related to updating cellular equipment on various projects associated with both the 116 and 84 St. water towers

**Sponsors:** Administration & Finance Committee and Public Works Committee

**Attachments:** [Res R-2020-0650 \(1\)](#)

[SEH cell equipment on water towers](#)

[Res R-2020-0650 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:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

10. [R-2020-0651](#) Resolution to adopt the Public Service Commission of Wisconsin Water Utility Rate and Rule Order 6360-WR-110

**Sponsors:** Administration & Finance Committee and Public Works Committee

**Attachments:** [Res R-2020-0651](#)  
[Rate Case-WA](#)  
[Water Utility Rate Increase Details](#)  
[Res R-2020-0651 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

## ADMINISTRATION & FINANCE COMMITTEE

### New Matters for Introduction

11. [O-2020-0050](#) Ordinance to authorize discretion in imposing certain fees

**Sponsors:** Administration & Finance Committee

**Attachments:** [Ord O-2020-0050](#)  
[Ord O-2020-0050 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

12. [R-2020-0649](#) Resolution to authorize a transfer of \$10,000 from the Sanitation Salary and Wages account to the Sanitation Operational Supplies/Refuse Carts account to facilitate the unbudgeted purchase of additional refuse carts

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0649](#)  
[Res R-2020-0649 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

13. [R-2020-0656](#) Resolution to consider an obligation of repayment to Health and Urban Development (HUD) regarding the Community Development Block Grant Program (CDBG)

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0656](#)  
[Distressed Partially Fallen Tree-Photo](#)  
[Res R-2020-0656 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

14. [R-2020-0657](#) Resolution to approve a Storefront Improvement Program Grant Contract by and between the City of West Allis and Two/Par LLC, property owner for the property located at 8924 W. National Ave. in an amount not to exceed \$6,874

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0657](#)  
[Storefront Improvement Grant Contract \(10-29-20\)](#)  
[Res R-2020-0657 signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

15. [2020-0758](#) Communication from the City Administrator recommending the appointment of Jason Kaczmarek for the position of Finance Director/Comptroller

**Attachments:** [jk fd recommendation letter](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

16. [R-2020-0660](#) Resolution relative to approval of the Employment Contract for the position of Finance Director/Comptroller for Jason Kaczmarek

**Sponsors:** Administration & Finance Committee

**Attachments:** [Res R-2020-0660](#)  
[Finance Director Comptroller Employment Contract](#)  
[Res R-2020-0660 signed](#)  
[Finance Director Comptroller Employment Contract signed](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

17. [2020-0740](#) 2017-2021 Strategic Plan Update (2020)

**Attachments:** [Strat Plan Progress Report 10-20-20](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

**Previous Matters for Consideration**

19. [R-2020-0566](#) Resolution to set the 2021 Schedule of Fees for the City of West Allis

**Sponsors:** Administration & Finance Committee

**Attachments:** [R-2020-0566\(2\)](#)

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

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

**Public Hearing Items (Administration & Finance Committee)**

20. [2020-0727](#) 2021 City of West Allis Mayor’s Recommended Budget

**Attachments:** [Link to Budget](#)  
[AFFIDAVIT OF PUBLICATION - 2021 Budget PH](#)  
[Budget Amendments for the 2021 Mayor1](#)

This matter was Held.

A motion was made by Lajsic, seconded by Weigel, that the Administration & Finance Committee recess until completion of the Standing Committee meetings. The motion carried by the following vote:

**Aye:** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

**No:** 0

**CALL TO ORDER**

*The meeting was called back to order by Chair Haass at 8:22 p.m.*

**ROLL CALL**

**Present** 5 - Haass, Kuehn, Lajsic, Tenorio, and Weigel

18. [2020-0325](#) Notice of Injury submitted on behalf of Sherillia Jefferson regarding injuries and damages at S. 116 St. and W. Rogers St. on April 27, 2020

**Attachments:** [2020-0325 Claim -Sherillia Jefferson 05-07-2020](#)  
[S Jefferson](#)

This matter was Recommended for Settlement.

A motion was made by Lajsic, seconded by Tenorio, to convene into closed session at 8:29 p.m. pursuant to Wis. Stats. 19.85(1)(g) for the purpose of conferring with the City Attorney who will render oral or written advice concerning strategy to be adopted with respect to litigation in which the city is or is likely to become involved.

Closed session item approved.

On a motion made by Lajsic, seconded by Weigel, the meeting reconvened into open session at 8:29 p.m.

**D. ADJOURNMENT**

A motion was made to adjourn the meeting at 8:29 p.m. The motion carried.



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.