



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Meeting Minutes

Administration & Finance Committee

Aldersperson Vincent Vitale, Chair

Aldersperson Kevin Haass, Vice-Chair

Alderspersons: Thomas G. Lajsic, Michael P. May, Cathleen M. Probst

Monday, March 7, 2016

6:03 PM

City Hall Room 128

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

Chair Vitale called the meeting to order at 6:03 p.m.

B. ROLL CALL

Present 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

Others Attending

Steve Bane, Fire Chief; Mike Lewis, Director of Public Works/City Engineer; Sally Nusslock, Health Commissioner; Audrey Key, HR Director; Sheryl Kuhary, Assistant City Attorney; Chris Botsch, Deputy Police Chief; Rebecca Grill, City Administrator; Mark Wyss, Finance Director/Comptroller/City Treasurer; and Jeanette Wardinski, Administrative Assistant.

C. APPROVAL OF MINUTES

[2016-0154](#)

Minutes (draft) January 11, 2016, January 19, 2016, February 2, 2016, February 16, 2016, and March 1, 2016.

A motion was made by Ald. Lajsic, seconded by Ald. Haass, that this matter was Approved. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

D. CLOSED SESSION

At 6:04 p.m., Chairperson Vitale 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 Kurt Schaefer Worker's Compensation matter; discuss collective bargaining matters with the Fire Fighters Union and the Police Union, and to take such further action as may be necessary and appropriate with respect to such matters.

A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), (e), and (g), 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; to deliberate or negotiate the purchase of public properties and the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons

require a closed session; and 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. Lajsic, seconded by Ald. Haass, that this matter was Approved. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

Assistant City Attorney Sheryl Kuhary and HR Director Audrey Key were present to discuss this matter. Ms. Kuhary presented background information on the issue and provided settlement recommendation in this regard. Staff responded to questions and comments from Committee members. Committee consensus was given on the settlement recommendation as presented by the Assistant City Attorney.

Ms. Key, Ms. Kuhary, and Chief Bane were present to discuss the status of the Fire Fighters Union negotiations. Ms. Key provided an update on the bargaining process with input from other negotiating team members. Discussion ensued, and staff responded to questions and comments from the Committee. Staff was provided direction regarding the final settlement offer.

Ms. Key, Ms. Kuhary, and Deputy Chief Botsch were present to discuss the status of the Police Union negotiations. Ms. Key provided an update on the bargaining process with input from other negotiating team members. Discussion ensued, and staff responded to questions and comments from the Committee. Staff was provided direction regarding the final settlement offer.

Upon conclusion of the closed session, at approximately 6:37 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.

E. NEW AND PREVIOUS MATTERS

New Matters for Introduction

1. [R-2016-0058](#) Resolution relative to approving 2015 Transfers, Carryovers, Open Purchase Orders, Capital Accumulation Charges, and Negative Department Balances.

Sponsors: Administration & Finance Committee

Ald. Vitale introduced this item and asked for questions/comments from the Committee. Mr. Wyss responded to Ald. May's question about City Clerk carryover for elections budgeting. Ald. May asked if the approximately \$425,000 in capital carryovers should be assigned to the capital account rather than the general fund, and discussion ensued on this and the Capital Accumulation Fund and Land & Building Fund in light of repairs to City Hall. Mr. Wyss mentioned that if there is any unaccounted surplus once the carryovers are finalized, staff will come back to the Committee for direction on that. Ald. Lajsic said he would rather not allocate any carryovers for the City Hall facade repairs until the consultant and Public

Works/Engineering determines what is required. Mr. Wyss said staff will report back by the end of March/early April with final carryover numbers and a decision can be made at that time. This item can just be held until that final reporting. Fire Chief Bane interjected and said he needs the \$70,000 carryover for hydraulic tools so repairs can proceed now rather than waiting until this matter is acted on at that later time. In this regard, the Committee had no problem approving the carryover items but not where to allocate the remaining money. That will be done once the final carryover numbers are all in.

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

2. [R-2016-0059](#) Resolution approving an agreement with Schenck regarding a Fleet Management Assessment not to exceed \$25,000.

Sponsors: Administration & Finance Committee

Chair Vitale asked staff to comment on this item. Ms. Grill said she met with Mr. Lewis on this matter and he will be reaching out to Schenck to determine how to perform the audit. Mr. Wyss explained he had reached out to Schenck about this, but if the Committee prefers, we can also go out to bid for the service. Ald. Lajsic thought this should have been referred to the Board of Public Works as it deals with their oversight. Mr. Wyss said he was unsure about the Committee referral because of the expenditure of funds to conduct the assessment. Ald. Haass wondered if an assessment would also be conducted for fire and police, and Mr. Wyss said that would be addressed after this one is done. The Committee agreed this item should be referred for action to the Board of Public Works.

A motion was made by Ald. Lajsic, seconded by Ald. Haass, that this matter was Referred to the Public Works Committee. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

3. [R-2016-0054](#) Resolution to endorse the City of West Allis Innovation, Operational Excellence and Continuous Improvement Activities.

Sponsors: Administration & Finance Committee

Ald. Lajsic stated that he asked for this resolution to be prepared because we are doing a lot of new management techniques that we haven't done in the past, and he is concerned about full participation and follow through by management on these new endeavors/meetings/sessions, e.g., lean training, strategic planning, etc. He feels this should come from the Council as it sets policy for the city and is directing that this is what we are doing. Ald. May commented that the way we have the city organized with departments under the oversight of two different people, this is a way of ensuring that what the Council wants will happen, and that is why he supports this resolution. Other brief discussion ensued.

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

4. [2016-0144](#) Communication from City Administrator regarding notification of resignation from Mark Wyss, Finance Director/Comptroller/Treasurer, effective April 4, 2016.

Ald. Vitale introduced this item and asked Mr. Wyss for his input. Mr. Wyss said he appreciates all the opportunities he has had with the City. He has been at this for 24 years and he feels it is time for him to do something else. He is leaving the field of government entirely and will work for a non-profit organization. He said he will continue to be a resource for Finance and Ms. Grill, if needed, and he wishes everyone in the organization nothing but success. Each Committee member offered their regrets for his leaving and offered him thanks and gratitude for all he has done for the City and wishes him well. Ms. Grill echoed the Committee's comments and thanked him for his help to her over the last 14 months. The Committee accepts Mr. Wyss' resignation with regrets. Ms. Grill then briefly commented on the plans for moving forward as outlined in her communication.

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

F. MATTERS FOR DISCUSSION/ACTION

1. [2016-0153](#) West Allis Mediation Center Annual Report.

This report was for information purposes only.

A motion was made by Ald. May, seconded by Ald. Lajsic, that this matter was Placed on File. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

G. CITY ADMINISTRATOR REPORT

1. Emergency Government Activities.

Ms. Grill commented that she is working with the Fire Dept. on emergency government activities. She reported on the Crude-by-Rail Table Top Exercise that was held last week. It was the first time she had been through an exercise like this and she learned a lot.

2. Proposed Budget Calendar.

Ms. Grill handed out copies of a proposed schedule for the 2017 budget and suggested changes to the budget preparation policy. She plans to share this with Dept/Div Heads. Suggestions from Committee members included having the Mayor report on budget changes with departments before the budget is submitted to Council, be sure budget dates are consistent with city ordinance, let the Council know about major budget and policy changes before the budget is introduced to Council (last year's rollout with health insurance changes was not handled well). Ald. May asked about moving up the schedule for health insurance considerations and discussing this with HR. Ald. Lajsic agreed that we should talk about this and asked that this topic be placed on the next

Committee regular meeting agenda. Mr. Wyss commented on the budget schedule noting that timing of budget presentation is impacted by the estimating that is going on with revenues based on numbers coming from the State. State aid numbers are dynamic as we are working on the budget and those numbers have been coming near the end of September, but we are hoping for late July/early August. Further discussion ensued.

3. Strategic Planning Process.

Ms. Grill informed the Committee that we will be kicking off this process in the next few weeks, and Council members will be contacted by the facilitator for their input.

4. Lean Training Update.

Ms. Grill reported that she met with the Lean facilitators to review the first city process. At the March 15 Dept/Div Head staff meeting, we will kick off round two of lean training, and the first training session participants will be invited to give feedback on their experience with lean training. On March 23, a session will be held on how to pick a good project for lean training, and Group Two will then begin the process on March 29. Ald. Lajsic asked about the status of team building, and Ms. Grill talked about her plans for that. A group recently attended a session and a report will be prepared on it. Ald. Lajsic also asked about communication and are we doing anything to improve our communication with employees, Dept/Div Heads, etc., e.g. holding sessions a few times a year to update on what is going on in the organization. Mr. Wyss said that is not something we have done city-wide, but he did outreach last summer with the Police Dept. on a multitude of issues like budget, health insurance, etc. He felt it was a worthwhile effort. Further discussion ensued on this topic.

H. ALDERPERSONS REPORT

1. Recent Events Attended.

a. Data Survey Volunteer Session.

Ald. Lajsic reported that he, along with Ald. Weigel, attended the February 27 Data Survey Volunteer Session to help electronically input results from the Communication Survey. He said based on his observations, the results will be skewed dramatically because of the age of participants who completed the paper survey. It was noted that the younger audience may have done the survey online. Ms. Grill said the Mayor's Communications Committee worked on doing this survey.

2. Awards/Commendations.

a. Ald. Probst Commends Ald. Vitale.

Ald. Probst commends Ald. Vitale for creating his personal Facebook page.

3. Upcoming Events.

a. Stairway to Heroin Event.

Ald. Probst announced the March 15, 2016, Stairway to Heroin program being held at Central High School. Many community partners are involved in this effort to inform everyone about this growing concern in the West Allis, West Milwaukee communities. She would also like to see the City provide a monetary sponsorship for the event; West

Milwaukee provided a \$500 donation. Ald. Lajsic said this has not been properly noticed for discussion/action and should be introduced to Council in order to do so. Staff was directed to put this item on the next Common Council meeting agenda.

b. Restaurant-to-Restaurant Event.

Ald. Probst announced a new event being organized by Mr. Mark Lutz, owner of the West Allis Cheese & Sausage Shoppe. It will be a Scavenger Hunt conducted restaurant-to-restaurant with prizes awarded based on restaurant offerings/visits. She is hoping the City will help promote the event. The Committee expressed its interest in doing so.

I. ADJOURNMENT

A motion was made by Ald. Lajsic, seconded by Ald. Probst, that the meeting be adjourned at 7:26 p.m. The motion carried unanimously.