



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Meeting Minutes

Committee of the Whole

*Common Council President Thomas G. Lajsic, Chair
Alderspersons: Gary T. Barczak, Michael J. Czaplewski, Michael P. May,
Cathleen M. Probst, Rosalie L. Reinke, Daniel J. Roadt,
Vincent Vitale, and Martin J. Weigel*

Monday, January 6, 2014

6:00 PM

City Hall - Room 128

SPECIAL MEETING

A. CALL TO ORDER

The meeting was called to order by Council President Lajsic at 6:00 p.m.

B. ROLL CALL

Present: 9 - Ald. Lajsic, Ald. Barczak, Ald. Czaplewski, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale and Ald. Weigel

Excused: 0

Others Present: Paul M. Ziebler, City Administrative Officer, Clerk/Treasurer; Mayor Dan Devine; Sally Nusslock, Health Commissioner; Scott Post, City Attorney; Sheryl Kuhary, City Attorney III; Robert Barwick, Senior Buyer; Monica Schultz, Assistant City Clerk; John Stibal, Director of Development; Michael Lewis, City Engineer/Director of Public Works; Jim Jandovitz, Manager of Information Technology; Audrey Key, Human Resources Manager; Steve Bane, Fire Chief; Ted Atkinson, Building Inspections and Neighborhood Services Director; and Jeanette Wardinski, Administrative Assistant.

C. APPROVAL OF MINUTES

A motion was made by Ald. May, seconded by Ald. Vitale, to approve the minutes of December 9, 2013 Special Meeting and December 17, 2013 Recess Meeting. The motion carried unanimously.

D. NEW AND PREVIOUS MATTERS

1. [2014-0015](#) Communication regarding City Administrative Officer Position/Reorganization.

See File No. 2014-0018 for further discussion.

Held

2. [2014-0018](#)

Updated Report on Possible Changes to Organizational Structure and City Administrative Officer, Clerk/Treasurer Position and Responsibilities (1/3/14).

Council President Lajsic asked Mr. Ziehler to go over the Updated Report on Possible Changes to Organizational Structure and City Administrative Officer, Clerk/Treasurer Position and Responsibilities (1/3/14)." Mr. Ziehler explained it is mostly the same as the previous Revised Report and that there is only one (1) notable change which is to add the Assessor's Office under the City Administrator.

Ald. Czaplewski asked for clarification on D.2-2 #1. Collaborator, coordinator, mediator, resource liaison, oversight, guidance, direction, central focus, city-wide consistency." Mr. Ziehler stated that these words came from previous Committee of the Whole meetings and staff. Mr. Ziehler stated that Policy 403 of the Policy and Procedure manual also gives an overview of the relationship between Mayor and City Administrator, and some of those items are included within the listed duties.

Ald. Czaplewski asked if the Committee is looking to replace Mr. Ziehler, and asked what the others were interested in doing. He said that a smoother transition may not be to eliminate the position but possibly downgrade it. He questioned the proposal of adding the Assessor's Office under City Administrator since that department is running fine.

Council President Lajsic explained he was an alderperson prior to Mr. Ziehler's appointment and the reason for the City Administrator's job description was because there wasn't any cohesiveness with departments and the departments were doing their own thing. He said that the Mayor has plenty to do, and, therefore, someone was needed on a day-to-day basis to be the central person. Council President Lajsic stated the City Administrator doesn't run all departments, but has a working relationship with other departments. Retaining this position is incumbent on someone coordinating and meeting the needs of the Council. This is a very key position, and Council President Lajsic doesn't see the savings by eliminating this position. Plus, with the number of retirements in future years, this position will add stability for all department heads.

Ald. Czaplewski suggested moving Mr. Mark Wyss into an administrative position and assigning Ms. Kris Moen more duties. He suggested moving non-financial duties of the current City Administrator to other departments. For example: MADACC to the Health Department, MMSD to the Engineering Department, and Employee of the Month to Human Resources. Ald. Vitale believed the proposed department heads can do their job without a City Administrator, and that moving Mr. Wyss does make some sense. He also said in some cities the Human Resources Division is run by the City Attorney's Office. Several Alderpersons did not support moving the Human Resources Division under the City Attorney's Office, as recommended in the communication attached to item #1, 2014-0015, due to the City Attorney being an elected official.

Ald. Weigel asked for clarification between "City Administrator" and "Manager." Mr. Ziehler explained that the "City Manager" as defined in Chapter 64 of the Wisconsin Statutes states there is no Mayor, and the City Manager would be vested with the power of Mayor; "City Administrator" in most cities has a Mayor, and the roles of the City Administrator and Mayor are defined by ordinance. Most cities the size of West Allis has the position of City Administrator as explained Mr. Ziehler.

Ald. Reinke asked if the Committee wanted to retain the City Administrator position, and is looking for ideas from other people in order to give them attention. Council President Lajsic addressed her question, and said that no one had the desire not to fill the position as stated at previous Committee of the Whole meetings. Ald. May indicated that he is in favor of the proposed plan.

Even though there was no time frame for filling the City Administrator's position, it was agreed that the position shouldn't be left vacant for one year as it could be costly and disruptive to the City. Ald. Weigel would like to see the position filled before Mr. Ziehler retires and the position is left vacant. Council President Lajsic stated that goals need to be set and consensus reached. Ald. Barczak requested a chart identifying the dollars and cost of the different job duties which also may be passed on to other departments. He also stated that a decision should be made by the end of January. Mr. Ziehler explained that on Page 9 of the Report, the fiscal savings of \$75,000 is listed.

A motion was made by Ald. May, seconded by Ald. Weigel, to approve the structure (D.2-3) as submitted with duties and responsibilities to be worked out at a later date.

Votes: Aye: 8 - Ald. Barczak, Ald. Lajsic, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale, and Ald. Weigel

No: 1 - Ald. Czaplewski

Mr. Ziehler was directed to note on the list of duties/responsibilities which items may be delegated to other department heads for the next Committee of the Whole meeting. It was also suggested that the costs of the plan be clarified. Mr. Ziehler acknowledged that he would have the list and cost sheet ready for the next Committee of the Whole meeting possibly on Monday, January 27th at 6:00 p.m.

Mr. Ziehler stated a Charter Ordinance is needed by a super majority, two-thirds (2/3) of the ten (10), by the governing body in order to separate the Clerk/Treasurer position.

Held

3. [2013-0710](#) Revised Report on Possible Changes to Organizational Structure and City Administrative Officer, Clerk/Treasurer Position and Responsibilities.

A motion was made by Ald. Weigel, seconded by Ald. Barczak, that this matter be Placed on File.

The motion carried by the following vote:

Votes: Aye: 9 - Ald. Lajsic, Ald. Barczak, Ald. Czaplewski, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale and Ald. Weigel

No: 0

E. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

*/s/Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer*