



# 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*

Tuesday, December 15, 2015

7:40 PM

City Hall Room 220

#### RECESS MEETING

#### A. CALL TO ORDER

*Chair Vitale called the meeting to order at 7:40 p.m.*

#### B. ROLL CALL

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

#### Others Attending

*Mayor Dan Devine; City Attorney Scott Post; John Stibal, Director of Development; Steve Bane, Fire Chief; Mason Pooler, Deputy Fire Chief; Ed Lisinski, Director of BINS; Rebecca N. Grill, City Administrator; Mark Wyss, Finance Director/Comptroller/City Treasurer; Jim Jandovitz, ITC Director; Other Staff; Guests and Media.*

#### C. CLOSED SESSION

*At 7:40 p.m., Chairperson Vitale stated it was the intention of the Committee to vote on a motion to convene in closed session to review the Mayor's recommendations for the 2015 performance evaluations and allowances for Department Heads, 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. Lajsic, seconded by Ald. May, 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

*Mayor Devine was present and provided a report on his performance evaluations for Department Heads and recommendations for 2015 allowances. Discussion ensued. The Committee concurred with the Mayor's recommendations.*

*Upon conclusion of the closed session at 7:53 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.*

**D. NEW AND PREVIOUS MATTERS****New Matters for Introduction**

10. [O-2015-0054](#) An Ordinance to establish 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.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

11. [O-2015-0055](#) An Ordinance to establish the salaries of certain Administrative and Clerical Employees for 2016.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

12. [O-2015-0056](#) An Ordinance to establish the salaries of certain Employees in the Department of Public Works for 2016.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

13. [O-2015-0057](#) An Ordinance to establish the salaries of certain employees in the Health Department for 2016.

**Sponsors:** Administration & Finance Committee

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

**Aye:** 4 - Ald. Vitale, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

**Present:** 1 - Ald. Haass

14. [O-2015-0058](#) An Ordinance to establish the salaries of certain employees in the Engineering Department for 2016.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

15. [O-2015-0059](#) An Ordinance to repeal Salary Ordinance No. O-2014-0087 and re-establish the salaries of certain Miscellaneous Employees of the City of West Allis for 2016.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

16. [R-2015-0250](#) Resolution relative to renewal of the agreement with Wisconsin Community Services, Inc. for West Allis Mediation Center for 2016.

**Sponsors:** Administration & Finance Committee

**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

17. [R-2015-0255](#) Resolution relative to accepting the proposal of Impact Network, LLC for furnishing and delivering managed print services for a total sum of \$43,664.64.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Lajsic, seconded by Ald. Haass, 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

18. [R-2015-0256](#) Resolution relative to transferring \$140,206.00 from the Contingency Fund to the Police Department Automotive Capital Account for purchasing four (4) Police Cars and two (2) Police SUV's from Ewald Automotive Group.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Lajsic, seconded by Ald. Haass, 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

19. [R-2015-0261](#) Resolution authorizing the Director of Development to enter into a landscape design/architectural services contract for plans and specifications for playground/park designs with Ayres Associates, in an amount not to exceed \$19,000.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. May, 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

20. [R-2015-0264](#) Resolution authorizing the Finance Department to utilize services from Tri City National Bank for employees and eligible retirees for the Health Savings Accounts (HSA) as they relate to the high deductible health plan.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Probst, seconded by Ald. Haass, 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

21. [R-2015-0267](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1424, Premium Pay, under Human Resources.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Probst, seconded by Ald. Lajsic, 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

22. [2015-0855](#) Communication from Finance Director/Comptroller/City Treasurer providing an update on the NOVAtime time and attendance implementation.

**A motion was made by Ald. Lajsic, seconded by Ald. Probst, that this matter was Recommended to be 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

23. [2015-0856](#) Communication from Finance Director/Comptroller/City Treasurer regarding GFOA’s Certificate of Achievement for Excellence in Financial Reporting awarded to the City of West Allis for the year ended December 31, 2014.

**A motion was made by Ald. Lajsic, seconded by Ald. Probst, that this matter was Recommended to be 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

24. [2015-0841](#) Finance Director/Comptroller submitting report for the November 2015 indicating City of West Allis checks issued in the amounts of \$1,927,376.82.

**A motion was made by Ald. Lajsic, seconded by Ald. Probst, that this matter was Recommended to be 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

**E. ADJOURNMENT**

*A motion was made by Ald. Probst, seconded by Ald. Haass, that the meeting be adjourned at 8:01 p.m. The motion carried unanimously.*