



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

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

Monday, November 7, 2016

6:00 PM

City Hall Art Gallery

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

Chair Haass called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Others Attending

Alderspersons Lajsic, Probst, Reinke, Vitale; City Attorney Scott Post; Ed Liskinski, BINS Director; Sally Nusslock, Health Commissioner; Monica Schultz, City Clerk; Steve Bane, Fire Chief; Kurt Zellman, Assistant Fire Chief; Jim Jandovitz, IT Director; Jim Leu, Fleet Services Superintendent; Rebecca N. Grill, City Administrator; Other Staff; Guests and Media.

C. APPROVAL OF MINUTES

1. [2016-0668](#) Minutes (draft) October 24, 2016 and November 1, 2016.

Corrections were requested for October 24 Committee meeting minutes, including \$500,000 for lead pipes (not \$5K) and clarification on monies for compensation study implementation (not a 1.8% pay increase). This file 2016-0668 will be held pending corrections and acted on at the Committee's next meeting.

D. CLOSED SESSION

At 6:01 p.m., Chairperson Haass 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 settlement of Juan and Mariam Corona claim, and to take such further action as may be necessary and appropriate with respect to such matter.

A closed session for the above purposes is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(g), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session 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. Haass, seconded by Ald. Weigel, that this matter was Approved. The motion carried by the following vote:

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

No: 0

City Attorney Scott Post was present and discussed settlement of the Corona claim. He provided background information and settlement recommendation. Staff responded to questions/comments from the Committee. The Committee concurred with City Attorney recommendation on claim settlement.

Upon conclusion of the closed session at 6:09 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

1. [2015-0541](#) Notice of Injury submitted on behalf of Juan and Miriam Corona relative to injuries and damages allegedly sustained at 6101 W. Mitchell Street on June 21, 2015.

A motion was made by Ald. Czaplewski, seconded by Ald. Weigel, that this matter was Recommended for Settlement. The motion carried by the following vote:

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

No: 0

2. [R-2016-0263](#) Resolution to approve the reallocation of retired/underutilized vehicles from the Police, Fire and Public Works Departments to other city departments to use while conducting city business.

Sponsors: Administration & Finance Committee

Ald. May presented amendments to resolution which included utilizing cars from police, fire and DPW, allocating to specific staff based on the amount of mileage they have in a year, and having DPW repair vehicles. Discussion ensued regarding ability of DPW to absorb additional responsibilities. Ald. Vitale requested a report of the current work load be provided to the Administration & Finance and Public Works committees. Ald. May's amendment was changed to retain the original language regarding repairs. New Exhibit 1 attached to legislative file as presented. Committee concurred with changes to resolution and a motion made in this regard.

Ald. May moved to amend the resolution as discussed, seconded by Ald. Roadt. The motion passed unanimously.

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

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

No: 0

3. [2016-0602](#) 2017 City of West Allis Mayor's Recommended Budget.

Ms. Grill (Grill) passed out an updated list of potential capital improvement projects provided by Mr. Lewis to replace the current list on page 102 of the recommended budget book.

Ms. Moen (Moen) explained the expanded budget capacity under the ERP final number provided by the State. Proposed budget changes were distributed for consideration regarding the expanded budget capacity.

Bins Salary Budget - *Moen provided explanation regarding the need to provide \$50K to BINS for current staffing due to misunderstanding of CBDG funding for staff. Ald. Lajsic advised that Mr. Stibal said they could rearrange some of the CDBG funding to fill the deficiency of the funding. Committee members felt that it was appropriate to reallocate the CDBG funding instead of using the excess capacity provided by slight increase of expected ERP amount and amending the recommended budget.*

Succession Planning - Early Notification of Resignation from City Service - *Grill explained the benefits of Department Heads providing advanced notification of separation from city service and provided a possible policy that could be used. Allows for time needed to review current structure and recruitment. Discussion ensued regarding the possibilities. Committee directed Ms. Grill to pursue putting together an official policy but utilize carryover funds to implement it.*

Remaining Capacity - *Discussion was held regarding the Wash Rack system and the need for this. Jim Leu, Fleet Services Superintendent, was present to explain that they would need to look into how this could be implemented and, in the meantime, provide a solution to the Fire Department to assist in maintaining the new vehicles. Ald. Lajsic stated the need for a preventative maintenance program. Fire Chief Steve Bane contributed that subpar equipment coupled with increased salting has contributed to the accelerated decline of the vehicles.*

Option to cash finance \$99K in road improvements - *Ald. May stated that we need to use more cash and less debt for roads; he will not support more borrowing. Ald. Lajsic explained that it is a noble goal but probably not feasible due to the constraints we are under from the State which forces borrowing. Cutting services in the future is likely inevitable. He also explained that the strategic planning process has shown that services important to citizens are BINS, DPW - trash, streets and snow plowing. Ms. Moen suggested an analysis would be necessary of how to wean off debt and onto cash borrowing. She also explained the suggested \$800,000 budget transfer to City Health Insurance Fund for OPEB liability.*

Ald. Czaplewski stated just because we have the ability to spend more does not mean it has to be done. Ald. May suggested putting all \$159K into a Capital Improvement Fund and that suggestions provided (like the Wash Rack) be evaluated as part of that process.

Ald. May then made a motion to approve the budget with the following amendments: (1) BINS Department name remains the same ; (2) the additional expenditure increase allowed of \$159,365 be allocated to Capital Improvement Fund; and (3) \$800,000 transfer to the City Health Insurance Fund. The motion was seconded by Ald. Weigel, and it passed 4 - 1, with Ald. Czaplewski voting no.

Note: *The BINS CDBG staffing does not require an amendment to the recommended budget as the CDBG budget would need to be changed, not the recommended budget.*

Ald. Czaplewski advised that he wanted the opportunity to vote against the \$159,365 increase. Discussion occurred. Ald. Lajsic suggested a motion to separate this item from the previous motion to approve the budget. The Committee concurred and the following motions were made:

Ald. Haass moved to reconsider the motion to approve the budget, seconded by Ald. May. The motion passed unanimously.

Ald. Czaplewski then moved, and Ald. Weigel seconded, the request to act separately on the question of the \$159,365. The motion passed unanimously.

Ald. Weigel moved that the \$159,365 be added to levy, seconded by Ald. May. The motion passed 4 - 1, with Ald. Czaplewski voting no.

A final motion was then made to approve the Recommended Budget, as amended.

A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was Recommended for Approval as Amended. The motion carried by the following vote:

Aye: 4 - Ald. Haass, Ald. Weigel, Ald. May, and Ald. Roadt

No: 1 - Ald. Czaplewski

4. [O-2016-0050](#) Ordinance appropriating the necessary funds for the operation and administration of the City of West Allis for calendar year 2017.

Sponsors: Administration & Finance Committee

Based on budget discussion and amendment of 2017 Mayor Recommended Budget, the Committee approved necessary amendments to the Appropriations Ordinance.

A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was Recommended For Passage As Amended. The motion carried by the following vote:

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

No: 0

F. ADJOURNMENT

A motion was made by Ald. Weigel, seconded by Ald. Haass, that the meeting be adjourned at 8:18 p.m. The motion carried unanimously.