



# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Alderson Kevin Haass, Chair*

*Alderson Martin J. Weigel, Vice-Chair*

*Aldersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt*

Tuesday, December 19, 2017

7:58 PM

City Hall Room 128

#### RECESS MEETING (draft minutes)

#### A. CALL TO ORDER

*Chair Haass called the meeting to order at 7:58 p.m.*

#### B. ROLL CALL

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

#### Others Present:

*Rebecca Grill, City Administrator; Peggy Steeno, Finance Director; Patrick Mitchell, Police Chief; Mason Pooler, Fire Chief; Scott Post, City Attorney; Sally Nusslock, Health Commissioner; John Stibal, Director of Development; Steve Schaer, Manager of Planning; Patrick Schloss, Manager of Community Development; Pete Daniels, Interim City Engineer; Tony Warkoczewski, IT Director; Pete Fantle, IT Dept.; Jane Barwick, HR Dept.; Other Staff; Guests and Media.*

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

7. [R-2017-0341](#) Resolution to adopt City of West Allis Core Values and Core Competencies.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

8. [R-2017-0374](#) Resolution relative to renewal of the agreement with the Village of West Milwaukee for Public Health Services for 2018-2019.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

9. [R-2017-0388](#) Resolution relative to renewal of the agreement with the Village of West Milwaukee for Information Technology Services for 2018-2019.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

10. [R-2017-0432](#) Resolution relative to accepting the proposal of Kelley Communications for furnishing, delivering and installing Category 6 Communication/Phone Cable at various City of West Allis buildings for a total sum of \$32,393.31, including a capital budget transfer from the IT Joint Venture Fund to the Buildings and Facilities Capital Projects Fund which is required to fund this effort.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

11. [R-2017-0433](#) Resolution relative to renewal of the agreement with Wisconsin Community Services, Inc. for West Allis Mediation Center for 2018.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

12. [R-2017-0434](#) Resolution to adopt City of West Allis Policies & Procedures Manual No. 1111, Monthly Employee Recognition Program.

**Sponsors:** Administration & Finance Committee

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

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

**No:** 0

13. [R-2017-0435](#) Resolution amending City of West Allis Policies & Procedures Manual No. 1468, Vehicle/Equipment Operation, Driving Policy and Mileage Reimbursement.

**Sponsors:** Administration & Finance Committee

*Discussion on Policy 1468, Section 8.0 Reimbursable Mileage. Clarification requested for Sections 8.0(3) and 8.0(10) as follows:*

*8.0(3) - Rather than itemizing the employee proof of insurance limits, the Committee directed this section be amended to read: "Employees must maintain the same level of insurance per state requirements."*

*8.0(10) - Rather than stating that employees who use their personal vehicles to conduct city business will be provided means to identify their vehicle as being on official business, the Committee directed that this section be amended to read: "Employees who use their personal vehicles to conduct City business may request and be provided with a magnetic decal, window cling, or other means to identify their vehicle as being on official City business."*

*On a motion by Ald. Weigel, seconded by Ald. May, the Committee unanimously agreed that these two changes be made to Policy 1468, Section 8.0(3) and (10).*

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

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

**No:** 0

14. [2017-0815](#) Communication from City Administrator regarding notification of resignation from Monica Schultz, City Clerk, effective February 9, 2018.

**A motion was made by Ald. May, seconded by Ald. Roadt, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

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

**No:** 0

15. [2017-0126](#) Communication from City Administrator requesting approval to fill the upcoming vacant position of City Clerk.

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

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

**No:** 0

16. Finance Director/Comptroller submitting report for November 2017 indicating City of West Allis checks issued in the amount of \$4,167,605.15.

**A motion was made by Ald. Czaplewski, seconded by Ald. Weigel, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

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

**No:** 0

### **City Attorney Claim Report**

17. [2015-0167](#) Konstantakis Law Office, LLC communication submitted on behalf of Danny P. Sarandos relative to personal injuries allegedly sustained on November 30, 2014.

**This matter was Recommended to be Placed on File on a Block Vote**

18. [2017-0064](#) Summons and Complaint in the matter of U.S. Bank Trust, N.A., vs Todd Fraiser, et al, regarding foreclosure of mortgage, Case No. 17CV000403.

**This matter was Recommended to be Placed on File on a Block Vote**

### **Passed The Block Vote**

**A motion was made by Ald. May, seconded by Ald. Czaplewski, to approve all the actions on the preceding items on a Block Vote. The motion carried by the following vote:**

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

**No:** 0

### **D. ADJOURNMENT**

*A motion was made by Ald. Weigel, seconded by Ald. May, that the meeting be adjourned at 8:16 p.m. The motion carried unanimously.*