



City of West Allis

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, April 9, 2018

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

REGULAR MEETING (draft minutes)

A. CALL TO ORDER

Chairperson Haass called the meeting to order.

B. ROLL CALL

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

Others Present:

Mayor Devine; Ald. Lajsic; Rebecca Grill, City Administrator; Peggy Steeno, Finance Director; Patrick Mitchell, Police Chief; Sally Nusslock, Health Commissioner; John Stibal, Director of Development; Tony Warkoczewski, IT Director; Kurt Zellmann, Assistant Fire Chief; Dave Wepking, Interim Public Works Director; Patrick Schloss, Community Development Manager; Steve Schaefer, Manager of Planning; Sheryl Kuhary, Assistant City Attorney.

C. APPROVAL OF MINUTES

1. [2018-0269](#) Minutes (draft) March 20, 2018 Special Meeting, March 20, 2018 Recess Meeting, April 4, 2018 Recess Meeting.

A motion was made by Ald. May, seconded by Ald. Weigel, to approve the minutes. The motion carried by the following vote:

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

No: 0

D. NEW AND PREVIOUS MATTERS

New Matters for Introduction

2. [R-2018-0242](#) Resolution approving 2017 Recommended Budget Carryovers: Non-Budgeted, High Priority Items Needed in Advance of 2019 Budget.

Sponsors: Administration & Finance Committee

Mayor Devine and Department Heads with items related to these carryovers present to discuss.

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

Previous Matters for Consideration

3. [R-2016-0229](#) Resolution approving the form of Guarantee to Waukesha State Bank for the Economic Development Loan from the City of West Allis to Westallion Brewing Company, LLC.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Weigel, seconded by Ald. Czaplewski, 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

4. [R-2016-0292](#) Resolution approving the terms & conditions for an Economic Development Loan to Kater 2 Kids Salon and Spa Boutique, LLC under the Department of Housing and Urban Development Community Development Block Grant Program in an amount up to \$18,500.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Weigel, seconded by Ald. May, 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

E. MATTERS FOR DISCUSSION/ACTION

5. [2018-0228](#) 2017 Mediation Center Summary Report.

Ms. Grill noted this is the summary report for 2017 Mediation Center services and is for information purposes only.

A motion was made by Ald. May, seconded by Ald. Weigel, that this matter was discussed and 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

F. MATTERS FOR DISCUSSION - FINANCE DIRECTOR

6. [2018-0287](#) Discussion regarding P-Card Transition.

Ms. Steeno, Finance Director, was present to discuss this matter. Her memorandum, attached to the legislative file, explains the purpose of the administrative change regarding the city's procurement card program, switching from JP Morgan to US Bank as the plan sponsor.

This matter was Discussed and Consensus Given

G. MATTERS FOR DISCUSSION - CITY ADMINISTRATOR

7. [2018-0288](#) Discussion regarding Annual Performance Reviews, Pay-for-Performance, and Draft Policies.

City Administrator Rebecca Grill discussed the three policies related to annual performance reviews and the pay-for-performance program. She explained the three policies, attached to the legislative file, and responded to questions and comments from the Committee. Discussion ensued and consensus to proceed as recommended by staff.

This matter was Discussed and Consensus Given

8. [2018-0291](#) Discussion regarding Executive Leadership Development and Training Opportunities.

Ms. Grill discussed the Executive Leadership Development that has been undertaken and training opportunities for elected and city officials. She responded to questions and comments from the Committee. Committee consensus to proceed as outlined by staff.

This matter was Discussed and Consensus Given

H. ADJOURNMENT

A motion was made by Ald. Weigel, seconded by Ald. May, to adjourn the meeting at 6:57 p.m.