



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kurt E. Kopplin, Chair*

*Aldersperson Vincent Vitale, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Richard F. Narlock, Rosalie L. Reinke*

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Monday, October 13, 2008

6:00 PM

West Allis City Hall Room 128

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#### REGULAR MEETING

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#### A. CALL TO ORDER

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

#### B. ROLL CALL

Present: 4 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic and Ald. Reinke

Excused: 1 - Ald. Narlock

#### Others Attending

*Mayor Devine; Alderspersons Czaplewski and Roadt; Tom Karman, Schenck Government and Not-for-Profit Solutions; Mark Schaaf, West Allis NOW; Scott Post, City Attorney; John Stibal, Director of Development; Paul M. Ziehler, City Administrative Officer; Gary Schmid, Manager of Finance; Jeanette Wardinski, Administrative Assistant.*

#### C. APPROVAL OF MINUTES

**A motion was made by Ald. Reinke, seconded by Ald. Vitale, to approve the Special Meeting minutes of July 17, 2008; Special Meeting Closed Session minutes of August 5, 2008; Recess Meeting minutes of August 5, 2008, September 2, 2008, September 16, 2008, and October 7, 2008; and Recess Meeting Closed Session minutes of October 7, 2008. The motion carried by the following vote:**

**Votes:** Aye: 4 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic and Ald. Reinke

No: 0

#### D. APPEARANCE BEFORE COMMITTEE:

##### 1. Appearance by Tom Karman, CPA, of Schenck Government and Not-for-Profit Solutions.

*Mr. Karman of Schenck, the City's auditors, appeared before the Committee. He briefly discussed the independent auditor's report, which basically states that the audit was conducted under standard auditing procedures, and the City has received a clean audit. The City has once again received the Certificate of Achievement for Excellence in Financial Reporting, which basically means the City's staff has achieved the highest standards in government accounting and financial reporting.*

*Mr. Karman also reviewed Schenck's management letter to the City. He mentioned a few notable points. First, the City's balance maintained in its general fund is well above the recommended limits, which means the City is in very good financial condition for a community our size. Next, he pointed out that there is a new accounting standard the City will have to meet, which deals with the recording and funding of post-employment benefits, namely retiree health insurance. The City is addressing this issue and is positioning itself accordingly to handle this obligation. Another item they bring to our attention is that the City's inventory balances have been increasing over the years, and as of 12/31/07, the cost of the general City inventory was just over \$900,000. They suggest the City look at this to determine if these*

*inventory levels are necessary, keeping in mind that high levels of inventory reduces the amount of cash the City has to invest. Mr. Schmid said this comment has been passed on to the Director of Public Works and the Inventory Superintendent and they are already looking at it. Finally, Mr. Karman referred to other disclosures made by the auditors which are required by government auditing standards. The whole audit process went very well and they did not have any issues or problems.*

*Ald. Lajsic asked about the audit group and whether a fresh perspective is given every year. Mr. Karman said he is always involved in the City's audit and there are a few returning auditors for continuity, but they do change staff from year to year which addresses these types of concerns. Ald. Reinke felt the audit speaks well of our staff, complimenting Mr. Schmid and his staff for the good job they are doing, and the Committee concurred.*

*There being no further comments or questions concerning the City's audit report, the Committee thanked Mr. Karman for appearing.*

### C. CLOSED SESSION

*At 6:20 p.m., Chairperson Kopplin stated it was the intention of the Committee to meet jointly with the Safety & Development Committee and to vote on a motion to convene in closed session for discussion/action relative to Conveyance Agreement between Ridgestone Bank and the City of West Allis for the property located at S. 70 Street and W. Walker Street, 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)(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. Lajsic, seconded by Ald. Reinke, to convene in closed session at 6:20 p.m. The motion carried by the following vote:**

**Votes:** Aye: 4 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic and Ald. Reinke  
No: 0

*City Attorney Scott Post and John Stibal, Director of Development, appeared to discuss this matter. Background information was given on the situation and considerable discussion ensued with questions from Committee members which staff responded to. Staff presented its recommendation on how to proceed, and the Committee concurred with this approach.*

**A motion was made by Ald. Lajsic, seconded by Ald. Vitale, to approve the concept and agreement with Ridgestone Bank. The motion carried unanimously.**

*Upon conclusion of the closed session, at approximately 6:47 p.m., the Administration & Finance Committee convened in open session at said time and place to consider its public agenda*

### E. NEW AND PREVIOUS MATTERS

1. [O-2008-0042](#) An Ordinance to Repeal Subsection 1.08(7)(c) and Create Subsection 1.08(9) of the Revised Municipal Code Relating to Denial of Issuance of License or Permit Due to Non-Payment of Taxes and to Include Non-Payment of Forfeitures.

**Sponsor(s):** Administration & Finance Committee

*City Attorney Scott Post was present on this matter. He commented that this Code section deals with the denial of issuance of a license or permit due to non-payment of taxes. We also want to add the non-payment of forfeitures as a requirement. This means that someone should not get a license or permit until outstanding forfeitures in municipal court are paid. Staff*

passed out the suggested language changes to amend the ordinance, changing the effective point to when "issued" rather than when "granted." The Committee concurred with this amendment.

**A motion was made by Ald. Vitale, seconded by Ald. Lajsic, that this matter be Recommended For Passage As Amended. The motion carried by the following vote:**

**Votes:** Aye: 4 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic and Ald. Reinke  
No: 0

2. [2008-0646](#)

Communication from City Administrative Officer requesting approval for the City of West Allis to become a Community Partner with the West Allis Charities, Inc.

*Ald. Reinke said she has no problems with the idea of the City becoming a Community Partner with the West Allis Charities, but she does have concerns about the stability of the organization. She mentioned the internal dissention and fund allocation problems the organization has had in the past, and she wants to be sure they are back on track before we monetarily commit ourselves. She wonders if there will be oversight of our contributions. Mr. Ziehler said he can address these concerns with the President and Vice President of the organization and report back to the Committee prior to the next meeting. Ald. Reinke said she appreciates what the Charities have done for our community and the City and helping the needy of our community; she just hopes they now have their group in order and are moving forward. Other Alderpersons spoke of the positive impact the organization has had on the West Allis community, and Ald. Lajsic agreed they deserve our continued support until such time that they may not be financially viable. Ald. Kopplin noted the request for assistance seems modest, and Mr. Ziehler said our commitment would be anywhere from \$1,000-\$1,500 a year, which is mainly paper and printing services and the occasional printed page in our City Newsletter. The Committee agreed we should commit to being a Community Partner and asked that Mr. Ziehler report back what information he obtains from the Charities' leadership.*

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

**Votes:** Aye: 4 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic and Ald. Reinke  
No: 0

3. [2008-0645](#)

2009 City of West Allis Mayor's Recommended Budget.

*Mayor Devine was present for discussion on the 2009 Recommended Budget. He thanked Mr. Ziehler and Mr. Schmid for their hard work, and he thinks we've put together a very good budget in light of these difficult times. In addition, we have been able to get some initiatives going through this budget that he had stated he wanted to pursue. Ald. Vitale said he would like to see us look at the Public Works budget more closely, specifically he would like to freeze equipment purchases for one year. He understands that if we absolutely need a piece of equipment, then we should pursue it; but he sees equipment sitting idle for months and questions why we need to make more purchases. Additionally, he questions the level of staff that we have to keep these equipments in working order when they are sitting idle. He would like to see \$100,000 taken out of Public Works equipment purchases for 2009. Mr. Ziehler commented that the PW-Fleet Division took on maintenance for all Fire Dept. vehicles and did that with existing staffing levels. He referred to budget pages 299-300 where equipment for the Fleet Services Div. is budgeted. Ald. Kopplin asked that we save any further questions for Mr. Ziehler until after he presents an overview of the recommended budget.*

*Mr. Ziehler began by referring to the Mayor's letter at the front of the budget, pointing out the \$.06 increase in the tax rate, which is less than a 1% increase (.69%). Next, the Summary Highlights of the budget were reviewed, including revenue increases/decreases and one new revenue source related to the annual dividend payment that will be made to the City each year by CVMIC. He noted that the 2009 recommended revenues include the use of \$750,000 from City reserves to keep taxes down. This is an increase of \$250,000 over last year's amount. Ald. Reinke expressed her concerns about using these reserve monies and whether this will impact*

our bonding abilities. Mr. Schmid said this will not hurt our bond rating, and the City's auditor has said we are in a good financial position. Next, Mr. Ziehler referred to the 27 changes totaling some \$65,000+ in reductions made by the Mayor to budgets submitted by departments. He then referred to the listing of expenditure changes and the service effect/impact. He spent some time reviewing the major changes as follows:

1. IT Division - Adding a new police computer/network position, which ties in with the Mayor's community policing initiative. The IT Manager had previously filled this responsibility when he worked at the Police Dept., and because he does not have the time to devote to this work any longer, this position is needed to be able to respond to and meet the IT needs of the Police Dept.

2. Police Dept. - A new Forensic Technical Services Bureau is being created with new Crime Analyst and Property Room Clerk positions (the Crime Analyst position will be filled with another vacancy and the Clerk is a new position). Two other speciality positions will be transferred to this new Bureau. The purpose will be to anticipate trends and respond accordingly.

3. Building Inspections & Neighborhood Services Dept. - These changes include a title change for the department as we are working to implement further in a visible way neighborhood and quality of life efforts/initiatives. A new Neighborhood Services Code Inspection position will be the primary contact and coordinator for efforts to improve neighborhoods, including such issues as lawn, snow, graffiti, abandoned properties, rubbish, etc. This will also expand property code maintenance efforts into the 3rd, 4th and 5th Aldermanic Districts.

4. Public Works Dept. - The major change is that all dumping/tipping fees are being transferred from the General Fund to the Solid Waste Fund (approximately \$700,000). This means this amount is being taken off the property tax and put on the utility bill. All public works services will be maintained that would otherwise need to be cut. Mr. Ziehler referred to budget page 474 which shows the Solid Waste Fund. The impact to residential properties is an increase in the yearly charge for tipping fee from approximately \$35 to \$62, or about \$2 per month.

Lastly, Mr. Ziehler reviewed the Summary section which includes the revenue, spending and tax rate figures. City spending is up 2.4% and the tax rate is increasing from \$8.65 to \$8.71, or \$.06 (.69%).

Ald. Lajsic referred to the Public Works-dumping fees change and said his general philosophy is this is an additional burden on residential property taxpayers and a shift away from commercial and industrial. He understands the residents are the ones using the refuse collection services, but it is another shift in the tax burden and putting more fees onto residents. Ald. Reinke asked if the City is able to generate revenue for its collection of recyclables. Mr. Schmid explained we have tradeoffs with West Allis Salvage as far as our recycling business which precludes generating income. Ald. Vitale reiterated his point about Public works equipment, stressing the question of need. Ald. Lajsic said he relies on the Board of Public Works to review these issues and make their budget recommendations, which are incorporated into the overall recommended budget. He feels it is important that our vehicles are in good working order for our winter conditions and for other situations, like the flooding that occurred earlier this year. Mr. Schmid also noted that these are not blanket purchases; when a vehicle is to be purchased during the year, the request comes before the Committees/Council for final approval, so there is the opportunity at that time to address the need. Ald. Vitale was encouraged to talk further with staff if he is interested in pursuing this issue.

No further questions or comments were offered, and Mr. Ziehler suggested that as the

*Committee reviews the budget and if there are further questions, to either contact him or each Department directly for specific details. Or, if the Committee would like a Department to appear at a future meeting, that can also be arranged.*

**Held**

4. [2007-0527](#) West Allis Engineering Technician and Aides' Association communication regarding opening of contract negotiations for 2008.

*Settlement has been reached and concluded with this union.*

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

5. [2007-0627](#) West Allis Federation of Nurses Notice of Commencement of Contract Negotiations.

*Settlement has been reached and concluded with this union.*

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

Passed The Block Vote

**A motion was made by Ald. Lajsic, seconded by Ald. Vitale, including all the preceding items marked as having been adopted on a Block Vote. The motion carried by the following vote:**

**Votes:** Aye: 4 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic and Ald. Reinke  
No: 0

**F. OTHER MATTERS TO COME BEFORE THE COMMITTEE FOR DISCUSSION/ACTION**

- A. Discussion/Action on Items by Alderpersons.

*None.*

- B. Discussion/Action on Items by City Administrative Officer.

1. Discussion of Utility Billing Frequency.

*Staff has addressed this issue in the past and again is inquiring if there is any interest in monthly utility billing. Mr. Schmid said because this is a policy decision, he wants to be sure the Committee understands there are costs involved in monthly billing, but it is more beneficial to residents to have this type of billing. He approximates a \$45,000 cost increase for postage, paper and the probability of a half-time position to process the more frequent billings. Several Committee members said they prefer to leave the billing process the way it is (quarterly). Mr. Schmid said there may be other alternatives, such as coupons or allowing residents to pay more frequently, which comes with stipulations. Mr. Ziehler said his concerns are the increases in costs and workload. Further discussion ensued on speeding up processing.*

- C. Other.

*None.*

**G. ADJOURNMENT**

**A motion was made by Ald. Lajsic, seconded by Ald. Reinke, to adjourn the meeting at 7:46 p.m. The motion carried unanimously.**