



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

Tuesday, September 17, 2019

7:37 PM

City Hall, Room 128
7525 W. Greenfield Ave.

RECESS MEETING

A. CALL TO ORDER

The meeting was called to order by Chairperson Haass at 7:37 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; Kail Decker, City Attorney; Mason Pooler, Fire Chief, Pete Daniels, City Engineer; Dave Wepking, Director of Public Works; Jon Matte, Communications Director; Steve Braatz, City Clerk; Tony Warkoczewski, IT Director; Other Staff; Guests and Media.

C. NEW AND PREVIOUS MATTERS

New Matters for Introduction

7. [R-2019-0645](#) Resolution to authorize the Director of Public Works to sign the Proposal for Professional Services, including a Standard Terms and Conditions Agreement, submitted by Baxter & Woodman Consulting Engineers for services to assist the City of West Allis in performing a Optimized Corrosion Control Treatment Study for the amount of \$18,000 ordered by the Wisconsin Department of Natural Resources

Sponsors: Administration & Finance Committee and Public Works Committee

A motion was made by Ald. Weigel, 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

8. [R-2019-0657](#) Resolution authorizing the purchase of hardware, equipment, and service which supports the mobile use of the AssetWorks work order software for a sum not to exceed \$12,000, amending the use of funds approved in the Capital Improvement Request pursuant to Resolution R-2018-0494 adopted on July 17, 2018

Sponsors: Administration & Finance Committee and Public Works 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

- 8a. [R-2019-0659](#) Resolution relative to the purchase of a 1930 Pirsch fire engine with donated funds.

Sponsors: Administration & Finance Committee

Fire Chief Mason Pooler was present to discuss.

A motion was made by Ald. Czaplewski, 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

9. [R-2019-0647](#) Resolution amending the authorization given to the City Administrator to enter into a professional service agreement with HR Pro Consulting, LLC to provide consulting services for an Interim HR Director to modify the total sum authorized not to exceed \$125,000

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

10. [R-2019-0648](#) Resolution relative to accepting the single source proposal of WCTC - Corporate Training Center for Lean Six Sigma Green Belt Training Program for a total sum of \$23,800

Sponsors: Administration & Finance Committee

The Committee was interested in what the cost covers. City Administrator Rebecca Grill said 22 employees are attending this fall session, 5 green belts and 17 white belt champions.

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

11. [R-2019-0655](#) Resolution to create City of West Allis Policies and Procedures Manual Policy No. 1114, Volunteer Policy

Sponsors: Administration & Finance Committee

Jon Matte, Communications Director, was present to discuss.

A motion was made by Ald. Weigel, 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

12. [2019-0635](#) Finance Director/Comptroller submitting report for August 2019 indicating City of West Allis checks issued in the amount of \$3,955,307.43
- A motion was made by Ald. May, 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

Public Hearing Items

13. [R-2019-0653](#) Resolution to approve amending the FY2019 Community Development Block Grant Annual Action Plan
- 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

D. ADJOURNMENT

A motion was made by Ald. May, seconded by Ald. Weigel, to adjourn the meeting at 7:50 p.m. The motion carried unanimously.



All meetings of the {bdName} are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.