



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Committee of the Whole

*Common Council President Thomas G. Lajsic, Chair  
Alderspersons: Gary T. Barczak, Michael J. Czaplewski, Kevin Haass,  
Michael P. May, Cathleen M. Probst, Rosalie L. Reinke,  
Daniel J. Roadt, Vincent Vitale, and Martin J. Weigel*

---

Monday, October 3, 2016

6:00 PM

City Hall - Room 128

---

#### SPECIAL MEETING

#### A. CALL TO ORDER

*The meeting was called to order by Council President Lajsic at 6:00 p.m.*

#### B. ROLL CALL

**Present** 9 - Ald. Lajsic, Ald. Czaplewski, Ald. Haass, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale, and Ald. Weigel  
**Excused** 1 - Ald. Barczak

*Others Present: Rebecca Grill, City Administrator; Monica Schultz, City Clerk; Audrey Key, Director of Human Resources; Sheryl Kuhary, Assistant City Attorney III, City Attorney's Office; James Jandovitz, Director of Center of Excellence; Ed Lisinski, Director of Building Inspections and Neighborhood Services; Michael Lewis, Director of Public Works, City Engineer; Jonathan Matte, Communications Department; Marian Bretl, Information Technology; and Janel Lemanske, Secretary to the Committee.*

#### C. APPROVAL OF MINUTES

1. [2016-0604](#) Minutes (Draft) of the Committee of the Whole Recess meeting of June 16, 2015, Special meetings of June 10, 2015 and June 2, 2015.

Attachments: [06022015 Committee of the Whole Minutes \(draft\)](#)  
[06102015 Committee of the Whole Minutes \(draft\)](#)  
[06162015 Committee of the Whole Minutes \(draft\)](#)

**A motion was made by Ald. May, seconded by Ald. Haass, that this matter be Approved. The motion carried unanimously.**

**D. CLOSED SESSION**

At 6:05 p.m., Council President Lajsic stated it was the intention of the Committee to convene in closed session at said time and place to discuss performance evaluation data of a public employee, 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)(c), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A motion was made by Ald. Probst, seconded by Ald. Vitale to go into closed session. The motion carried by the following vote:

**Others Present:** Rebecca Grill, City Administrator.

**Aye:** 9 - Ald. Lajsic, Ald. Czaplewski, Ald. Haass, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale, and Ald. Weigel

**No:** 0

*Upon conclusion of the closed session, at approximately 7:21 p.m., the 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**

2. [R-2016-0222](#) Resolution relative to repealing and recreating the City of West Allis Policies & Procedures Manual Policy No. 405, Discipline for Non-Elective Officials (Executive Service/Department Heads).

**Sponsors:** Administration & Finance Committee

**Attachments:** [Policy 405 - Current Version](#)  
[Policy 405 - Proposed Recreated Version.090616](#)  
[Policy 405 - 10/18/16 Marked Version](#)  
[Policy 405 - 10/18/16 Final Clean Version](#)  
[R-2016-0222 Signed](#)

*Ms. Grill stated that this policy provides flexibility and allows the City Administrator to discipline Department Heads and added that a disciplinary action over a thirty-day suspension would be brought before the Common Council. Council President Lajsic stated that all department heads have the authority to discipline their employees and that this will give Ms. Grill authority to discipline department heads.*

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

**Aye:** 9 - Ald. Lajsic, Ald. Czaplewski, Ald. Haass, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale, and Ald. Weigel

**No:** 0

3. [R-2016-0221](#) Resolution relative to amending City of West Allis Policies & Procedures Manual Policy No. 404, Recruitment, Selection, Appointment and Confirmation for City Officials and Department Heads.

**Sponsors:** Administration & Finance Committee

**Attachments:** [Policy 404 - Marked Copy](#)  
[R-2016-0221 Signed](#)

*Ms. Grill explained the revised policy enables the ability to hire outside consult for the hiring of department heads in lieu of the Human Resources Director. Ald. Czaplewski expressed his concern over taking Human Resources out of the process. Ald. May explained that Human Resources is in the pre-selection process. Council President Lajsic stated that it is both the Council President and Mayor who make the final selection. Ms. Key explained that the role of Human Resources at the second interview is to assure the adherence to employment laws.*

*A motion was made by Ald. Vitale, seconded by Ald. Haass, that this matter was Recommended for Adoption. Discussion ensued regarding the Human Resources Department being taken out of the second interview process.*

*A motion to amend was made by Ald. Reinke, seconded by Ald. Weigel to include the Human Resources department in the second interview process. Ms. Grill stated as a City Administrator she is familiar with the employment laws.*

*The motion to amend failed by the following vote:*

*Ayes (4) - Alds. Czaplewski, Weigel, Reinke, and Roadt.*

*Noes (5) - Alds. Haass, May, Probst, Lajsic, and Vitale.*

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

**Aye:** 9 - Ald. Lajsic, Ald. Czaplewski, Ald. Haass, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale, and Ald. Weigel

**No:** 0

4. [R-2016-0220](#) Resolution relative to the modification of the organizational and reporting structure of the City of West Allis (Organizational Chart) and amending the City of West Allis Policies & Procedures Manual Policy No. 403 (Shared Responsibilities of Mayor and City Administrator).

**Sponsors:** Ald. Haass, Ald. Lajsic and Ald. May

**Attachments:** [Policy 403 Mayor and City Administrator Duties & Responsibilities](#)  
[Proposed Future Organizational Chart](#)  
[R-2016-0220 Signed](#)

*Council President Lajsic commented that the modification to this policy is for continuity because there aren't any qualifications to run for mayor or any educational requirements, and to also ensure all department heads are handled on an equal basis.*

*Ald. Czaplewski expressed that this is more related to city manager duties, and doesn't see a reason to do it because Council can currently call a department head in now. Ald. Czaplewski stated the City hires professional people in their area of expertise, and that this modification to the organization puts on another layer of responsibility to someone who is not an expert to oversee the City's award winning department heads whom are essentially getting demoted. Council President Lajsic disagreed as the Mayor is currently overseeing those department heads, and said the Mayor should be more focused on the vision of the city, long term planning, imaging and was not elected to do administrative duties as these are the duties of a City Administrator. Ald. Czaplewski further addressed his concerns. Ald. Haass stated that the current set-up of duties is odd and all should report to one person. Ald. May would like to see follow through and alderpersons to be able to communicate through one person and not have to go to department heads. Ald. Reinke stated she has great confidence in the department heads who are very capable, and further commented on communication, advancement, and addressing issues before the Common Council. Council President Lajsic stated that he communicated with the effected department heads on the proposed organizational change.*

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

**Aye:** 7 - Ald. Lajsic, Ald. Haass, Ald. May, Ald. Probst, Ald. Roadt, Ald. Vitale, and Ald. Weigel

**No:** 2 - Ald. Czaplewski, and Ald. Reinke

*Items 5 and 6 were discussed together.*

5. [O-2016-0042](#) An Ordinance to Create Subsections 9.01(1)(a) and (b) of the West Allis Revised Municipal Code Relating to the Number of Class A Licenses.

**Sponsors:** Ald. May and Ald. Barczak

*See Legislative File No. O-2016-0041.*

**This matter was Held.**

6. [O-2016-0041](#) An Ordinance to Repeal Subsection 9.01(1) of the West Allis Revised Municipal Code Relating to Elimination of the Quota on Class A Licenses.

**Sponsors:** License & Health Committee

**Attachments:** [Class A Survey - 2016](#)  
[Class A License Establishments](#)

*Ald. May stated that he and Ald. Barczak discussed with the City Attorney's Office that a tool was needed for the Development Department to attract businesses. Ald. May suggested several different options to acquire a possible Combination Class A Liquor License: square footage requirement on a grocery store; allow grocery stores to exceed the quota; and to adhere to a cap on gas stations. Ald. Czaplewski explained it is his intent to have the Development Department be able to assure potential businesses the likelihood of obtaining a liquor license. Ald. Weigel questioned the need for a quota. Ms. Schultz stated there are currently twenty-four (24) Class A Licenses reduced from twenty-six (26). Ald. May asked if the consensus is to raise the quota by ten (10). Ald. Reinke questioned why lift the quota, and why not review each license application on a case-by-case basis; she doesn't want to promote the use of alcohol by lifting the quota and is concerned with the image of the city by allowing*

*more liquor stores in West Allis. Ald. Lajsic proposed raising the quota to thirty (30). Ald. Haass stated the police problems stem mostly from the Class B Tavern license establishments more than with Class A Liquor license establishments.*

*Ald. May proposed a new ordinance be drafted to increase the quota by ten (10) to a total of thirty (30).*

**This matter was Held.**

## **F. ADJOURNMENT**

*The meeting adjourned at 8:00 p.m.*

*Respectfully submitted,  
Janel Lemanske  
Secretary to the Committee*