



Meeting Minutes

Administration & Finance Committee

*Aldersperson Vincent Vitale, Chair  
Aldersperson Kevin Haass, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Michael P. May, Cathleen M. Probst*

Monday, April 13, 2015

6:00 PM

City Hall Room 128

REGULAR MEETING

A. CALL TO ORDER

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

B. ROLL CALL

**Present** 4 - Ald. Vitale, Ald. Haass, Ald. Lajsic, and Ald. May  
**Excused** 1 - Ald. Probst

Others Attending

*Alds. Czaplewski and Weigel; Rebecca N. Grill, City Administrator; Mark Wyss, Finance Director/Comptroller/City Treasurer; Police Chief Charles Padgett; Deputy Police Chief Chris Botsch; Jim Jandovitz, ITC Director; Jeanette Wardinski, Administrative Assistant.*

C. APPROVAL OF MINUTES

[2015-0219](#) Minutes (draft) February 9, 2015, February 17, 2015, March 3, 2015, March 17, 2015.

**A motion was made by Ald. Lajsic, seconded by Ald. May, that this matter was Approved. The motion carried by the following vote:**

**Aye:** 4 - Ald. Vitale, Ald. Haass, Ald. Lajsic, and Ald. May  
**No:** 0

D. NEW AND PREVIOUS MATTERS

- 1. [R-2015-0084](#) Resolution requesting the transfer of \$45,000 from the City’s Reserve for Productivity/Operational Improvements to Police Department Capital Account for Construction of a Police Training Facility.

Sponsors: Administration & Finance Committee

*Chair Vitale introduced this item and asked Police Department staff for its presentation. Deputy Chief Botsch (Botsch) proceeded to present their Power Point Presentation on the Police Training Facility project. Considerable time was spent on this presentation, with input from various staff along the way. Some of the key points are noted:*

*\* The training facility will provide three things for them: (1) realistic, on-site, scenario-based training, (2) allow for collaboration and cross-training with other City*

departments (i.e., WAFD), and (3) allow for additional storage.

\* Current training limitations which include outgrowing the current room used for training, need for classroom instruction space, need for realistic training environment, the State expanding training hour requirements (including more integration exercises and a tactical response component), having to use outside resources, such as technical colleges or vacant/abandoned buildings/dwellings (impact on surrounding residences and neighborhoods).

\* Facility structure/layout presented with explanation of key features for scenario-based training.

\* Costs: Local builder's rough estimate of \$129,500 to build structure and request of approximately \$175,000 to ensure all costs are covered.

\* Cost Mitigation: seek monetary, supplies and labor (e.g., MATC) donations from local businesses and residents.

\* Project Funding: Approximately \$43,000 from surplus funds in various WAPD 2014 Budget accounts; \$89,000 from the Reserve Fund for Safety & Productivity account; \$40,000 from the Federal Equitable Sharing Account.

\* Over the last year plus, as the WAPD began to explore the possibility of erecting a training facility, the Police & Fire Commission was included in discussions, the Plan Commission approved plans for the facility in August 2014, meetings were held with Finance to discuss the funding options, and now they are requesting approval to move forward with the project, with Council approval to carry over funds and use of Safety & Productivity account funds.

Ald. Lajsic expressed his concerns on several items, which include using an architect familiar with design/build this type of facility (he questioned whether Karek has this expertise and, therefore, is their quote accurate); maintenance costs and viability of the structure, especially with damages that result from various forms of training; potential loss of manpower hours in reconfiguring scene layout with different training sessions; and does the facility accommodate different scenarios (business, bars, schools, etc.). He said his greatest concern is viability of the structure. Botsch addressed each concern, explaining how they anticipate handling all these areas. He specifically pointed out that a competitive bidding process will be used to select a builder, that certain specs will have to be met. Because the specific training rooms will incur damage, they will be constructed using very basic materials, no molding, amenities, etc. Just a very low-cost build. The reconfiguration of training rooms will be done on an as-needed basis, and man hours to do this will be built into the work day. He also explained that not all training scenarios can be done with this type of facility, but many can, and he talked about other options for outside training when necessary.

Ald. Czaplewski said he views this as a luxury item, and he has concerns about taking money out of the contingency fund when they could have been saving for the cost over the last several years. He also expressed his concerns about manpower costs and other costs not mentioned, i.e., hiring instructors, etc. Ald. Vitale said he doesn't think we should do training in our neighborhoods, and he likes the on-site location for the facility. He feels with everything going on in our society today, we need this training for our officers. Chief Padgett commented that we are outgrowing the area we use now for training and they took the time over this 2 year period to study what is needed for the type of training our officers need to be prepared and respond to the situations encountered in today's society. Both Chiefs commented that the facility is definitely

*needed to provide this scenario-based training for our officers in order to keep our community and residents safe in today's environment. Ald. Weigel thinks the facility is a great idea at the proposed location. He wondered why this can't be done under the budget process. Ald. Lajsic also expressed his concerns about our departments/staff planning and anticipating for capital expenses with our facilities, like the roof replacement at the Police Dept.*

*In response to further questions about upkeep and maintenance costs for the facility, Botsch said we can get some of this information from Waukesha, which has this type of training facility. Further conversation ensued on Waukesha's facility, cost participation if other communities use our facility, usage fees, etc. Also, in response to comments about using the contingency fund (CF), Mr. Wyss pointed out that funding for the facility is not by use of the CF. The CF is used for unforeseen, emergency needs. The project would use funds from the Safety & Productivity reserve fund, a fund that was established for these kinds of initiatives. There is over \$289,000 set aside in that fund for city wide use. Additionally, Mr. Wyss replied to Ald. Lajsic's earlier comment about capital budgeting and pointed out that the 2015 budget includes capital projects, so we are looking at these needs. The prioritizing of the capital needs is something the Council determines.*

*After more discussion, the Committee said it was interested in finding out more about the costs involved, i.e., the outlaying costs vs. what we spend now with outside training; and maintenance and construction costs. Ald. Lajsic suggested this matter be held pending further information from staff, and the Committee concurred. Staff said they will report back once this information is obtained.*

**This matter was Held.**

## **E. FINANCE DIRECTOR REPORT**

### **1. Status of Elimination of Personal Property Tax.**

*Chair Vitale asked Mr. Wyss to comment. Mr. Wyss mentioned the resolution that was before the Council at its April 7 meeting opposing the elimination of personal property taxes. The League of Wisconsin Municipalities has asked municipalities throughout the state to endorse the resolution in response to the proposed legislation for a four year phase out of the tax with no provision to cover the monetary loss. Mr. Wyss passed out a spreadsheet which shows the \$1.5 million revenue loss we will experience with very limited ability to make it up. This translates into an approximate \$137 increase in property taxes if the legislation is approved. When questioned, Mr. Wyss explained that personal property is furnishings in a business, not residential. Discussion ensued including how to inform our taxpayers about this situation and suggestions about talking with our legislators about the proposed legislation.*

## **F. CITY ADMINISTRATOR REPORT**

### **1. [2015-0222](#) Discussion regarding Administrative Fiscal Note (Policies & Procedures Manual Policy No. 1106).**

*Chair Vitale asked Ms. Grill to comment on this item. Ms. Grill referred to the Administrative Fiscal Note policy which was first implemented in 1997 and which doesn't seem to be used now at all. She is looking for the Committee's feelings in this*

regard. Ald. Lajsic recalled that the policy was followed early on when first implemented, but we soon realized it was burdensome and staff spent more time than what it was worth. The fiscal note could be used on something like the policy facility, for example, but it is ridiculous to use it for everything, i.e., street signs or low cost projects. Ms. Grill provided examples of ways the note can be used, including new or significantly different projects. Ald. Lajsic felt any Committee Chair should be able to make a request for a fiscal note, and if a majority of the committee feels it should be done, than it can be. He thought requesting the fiscal note on projects of \$100,000 or greater would be reasonable. The Committee concurred with his suggestions. Ms. Grill said she was looking for the Committee's input on how the policy can be revised so it is used in a meaningful way. The Committee had nothing further to add and directed staff to revise the policy per tonight's discussion and report back. Staff concurred.

**This matter was Held.**

## 2. IT Steering Committee Status.

Chair Vitale asked Ms. Grill to comment. Ms. Grill said that at the April 8 IT Steering Committee meeting, subcommittees were formed to review all submitted IT projects based on a category and rating process. These subcommittees will be meeting over the next few months to accomplish this work. Ald. May asked about the list of projects, and Mr. Jandovitz said he will email directions to all alderpersons on how to access this information.

## G. ADJOURNMENT

**A motion was made by Ald. May, seconded by Ald. Haass, that the meeting be adjourned at 7:37 p.m. The motion carried unanimously.**