



Meeting Minutes

Administration & Finance Committee

*Aldersperson Vincent Vitale, Chair*

*Aldersperson Kevin Haass, Vice-Chair*

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

Tuesday, March 1, 2016

7:48 PM

City Hall Room 220

RECESS MEETING

**A. CALL TO ORDER**

*Chair Vitale called the meeting to order at 7:48 p.m.*

**B. ROLL CALL**

**Present** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**Others Attending**

*Scott Post, City Attorney; Sally Nusslock, Health Commissioner; Steve Bane, Fire Chief; Audrey Key, HR Director; Jim Jandovitz, IT Director; Rebecca N. Grill, City Administrator; Other Staff; Guests and Media.*

**C. NEW AND PREVIOUS MATTERS**

**New Matters for Introduction**

20. [R-2016-0051](#) Resolution establishing annual City contribution to employee/retiree Health Savings Accounts.

**Sponsors:** Administration & Finance Committee

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

21. [R-2016-0059](#) Resolution approving an agreement with Schenck regarding a Fleet Management Assessment not to exceed \$25,000.

**Sponsors:** Administration & Finance Committee

**This matter was Held**

22. [R-2016-0049](#) Resolution relative to accepting the proposal of BP Logix, Inc. for furnishing software maintenance for 2016 for a total sum of \$15,966.96.

**Sponsors:** Administration & Finance Committee

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

23. [R-2016-0055](#) Resolution relative to accepting the sole source proposal of Brewers Radio Network for providing commercial broadcast services for a total net sum of \$15,350.

**Sponsors:** Administration & Finance Committee

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

24. [R-2016-0058](#) Resolution relative to approving 2015 Transfers, Carryovers, Open Purchase Orders, Capital Accumulation Charges, and Negative Department Balances.

**Sponsors:** Administration & Finance Committee

**This matter was Held**

25. [R-2016-0052](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1483, Voluntary Benefit Programs, under Human Resources.

**Sponsors:** Administration & Finance Committee

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

26. [R-2016-0054](#) Resolution to endorse the City of West Allis Innovation, Operational Excellence and Continuous Improvement Activities.

**Sponsors:** Administration & Finance Committee

**This matter was Held**

27. [2016-0144](#) Communication from City Administrator regarding notification of resignation from Mark Wyss, Finance Director/Comptroller/Treasurer, effective April 4, 2016.

**This matter was Held**

28. [2016-0150](#) Communication from Karla and Randal Klaybor regarding retiree health insurance.

**A motion was made by Ald. Lajsic, seconded by Ald. May, that this matter was Recommended to Deny and Place on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

29. [2016-0151](#) Communication from Robert and Judy Morrow regarding retiree health insurance.

**A motion was made by Ald. May, seconded by Ald. Probst, that this matter was Recommended to Deny and Place on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

30. [2016-0145](#) Communication from Health Commissioner requesting reorganization of the West Allis Health Department.

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

31. [2016-0147](#) Communication from Health Commissioner regarding request to fill temporary Environmentalist position.

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

32. [2016-0148](#) Communication from City Administrator regarding request to fill upcoming vacant position of Community Health Nutritionist at the Health Department.

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

33. [2016-0149](#) Communication from City Administrator regarding request to fill vacant position of Library Assistant at the Public Library.

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

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

34. [2016-0116](#) Finance Director/Comptroller submitting report for January 2016 indicating City of West Allis checks issued in the amount of \$2,213,462.96.

**A motion was made by Ald. Probst, seconded by Ald. Lajsic, that this matter was Recommended to be Placed on File. The motion carried by the following vote:**

**Aye:** 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

**No:** 0

#### **D. ADJOURNMENT**

*A motion was made by Ald. May, seconded by Ald. Probst, that the meeting be adjourned at 7:56 p.m. The motion carried unanimously.*