



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, November 7, 2017

8:05 PM

City Hall Room 128

**RECESS MEETING (draft minutes)**

**A. CALL TO ORDER**

*Chair Haass called the meeting to order at 8:05 p.m.*

**B. ROLL CALL**

**Present** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**Others Present:**

*Alderspersons Barczak, Probst, Lajsic, Reinke, Vitale; Rebecca Grill, City Administrator; Mike Lewis, Director of Public Works/City Engineer; Mike Rushmer, Forestry Superintendent; Peggy Steeno, Director of Finance; Patrick Mitchell, Police Chief; Mason Pooler, Fire Chief; Tony Warkoczewski, IT Director; Pete Daniels, Principal Engineer; Ed Lisinski, Director of BINS; John Stibal, Director of Development; Jenna Mertin, Assistant City Attorney; Other Staff; Guests and Media.*

**C. NEW AND PREVIOUS MATTERS**

**Administration & Finance and Public Works Committees**

1. [2017-0715](#) Discussion and direction regarding the use of City Staff or Contractors for Electrical Work.

*The Director of Public Works/City Engineer and Ald. Tom Lajsic explained this item to the Board of Public Works and Administration & Finance Committee. Currently, the City replaces street/alley lighting and traffic controls with in-house staff. The question is if the City wants to contract out this work in the future. In order to do so, the City would need to contract with a consulting electrical engineer or hire an electrical engineer in order to get plans in a "biddable" form. If an electrical engineer was hired, part of the duties would be to supervise the Electrical Division at the Public Works Yard. The Director of Public Works/City Engineer cautioned that he had no estimates at this time if contracting out the work would be cost effective or not. Only after trying it for a while could actual costs be examined and compared with estimated in-house costs. Ald. Lajsic pointed out that with the City having some problems hiring electricians, there could be an advantage for contracting out and some of the costs related to hiring an electrical engineer would be offset with not filling positions in the Electrical Division.*

*After a general discussion, there was unanimous consensus to contract out*

*street/alley lighting, traffic controls, and other related work. The Director of Public Works/City Engineer informed the group that the next step would be to hire a consulting electrical engineer for work planned in 2018, and the necessary information for hiring an electrical engineer would be forthcoming when available. This plan was also agreed to.*

**This matter was Discussed and Consensus Given**

2. [2017-0716](#) Request to appoint an Interim Public Works Director and a City Engineer.

**This matter was Discussed and Consensus Given**

25. [R-2017-0306](#) Resolution to approve bid of Faith Technologies, Inc. to furnish and install the replacements for existing lamps and/or fixtures with new DLC approved LED lighting including the removal of lamps, ballasts, and fixtures; installation of controls, conduit and wiring in some locations for automatic shut-off; and collecting and providing any documents needed from Focus on Energy as required for the City to receive anticipated incentive money for installations at five City of West Allis Buildings in the amount of \$163,921.00.

**Sponsors:** 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

26. [R-2017-0303](#) Resolution to Authorize the City Administrator to Appoint an Interim Public Works Director and City Engineer.

**Sponsors:** Administration & Finance Committee and Public Works Committee

**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

27. [R-2017-0308](#) Resolution authorizing the purchase of landscape materials from Halquist Stone, Sievert Topsoil and Reinders Irrigation Co. and associated ancillary items, such as mulch, landscape fabric, support stakes and wire, etc., from various vendors for a sum not to exceed \$11,400.00, and authorizing a budget transfer of \$11,400.00 to facilitate the purchase from the West Allis Forestry Division's salary account into its landscape materials account.

**Sponsors:** Administration & Finance Committee and Public Works Committee

**A motion was made by Ald. Weigel, 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

28. [2017-0685](#) Request from the Director of Public Works/City Engineer and Assistant Director of Public Works to extend the temporary appointment of Cindy Rausch in the position of Lead Inventory Services Specialist.

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

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

### Administration & Finance Committee

29. [O-2017-0053](#) Ordinance to Amend, Repeal or Recreate the following Subsections in Chapter 2, Subchapter I - Amend 2.02 (1), Repeal and Recreate 2.05(2); Amend 2.95(1); Repeal and Recreate 2.95(2), 2.95 (3); Repeal 2.95 (4) and 2.95 (5); Amend 2.10 (2) (a) and (b), 2.14 (1), 2.16 (1), 2.24(1); Repeal 2.29; Amend 2.30 (1), 2.32 (1) and (2); Repeal 2.34 and 2.35. Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter II - Amend 2.63(1) , 2.70(1) and (2)(a); Repeal and Recreate 2.72, 2.73; Create 2.74; Amend 2.75(1); Amend, Repeal, Recreate or Create the following Subsections in Chapter 2, Subchapter IV - Amend 4.2, 4.4(1), 4.7(1), 4.9(1) of the City of West Allis Revised Municipal Code relating to Appointive Officials and Employees, Vacancies, Appointment and Term for Executive, Managerial and Deputy-Assistant Service positions.

**Sponsors:** Ald. Probst

*Ald. Probst was present for discussion on this matter and Agenda Item #31, R-2017-0311. She explained her request for changes regarding appointing officers and discussion ensued. Both matters will be held for further discussion at a Committee of the Whole meeting.*

**This matter was Held**

30. [R-2017-0310](#) Resolution to approve the following updated Policies: #405 Discipline for Non-Elective Officials (Executive Service/Department Heads); #1401 Human Resources Function; #1417 Jury Duty; #1420 Military Duty; #1423 Political Activities; #1483 Voluntary Benefit Programs; Civil Service Regulations; and create Policy #1405 Separation, Reinstatement, and Recall.

**Sponsors:** Administration & Finance Committee

*Ms. Grill explained the policy updates are due to Civil Service Commission changes.*

**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

31. [R-2017-0311](#) Resolution relative to amending the City of West Allis Policy & Procedure #404, with the amended title, “Recruiting, Hiring, and Reappointment Process for Executive/Managerial/Deputy-Assistant Service Positions,” and repealing City of West Allis Policy and Procedure #1455, Managerial Service (Division Head) Conditions of Employment.

**Sponsors:** Administration & Finance Committee

*See discussion under Agenda Item #29, O-2017-0053.*

**This matter was Held**

32. [R-2017-0314](#) Resolution accepting the donation from FIRE (First-Ring Industrial Redevelopment Enterprise) of up to but not exceeding \$25,000 for the purchase and installation of 4 large commercial grade monitors to replace the projector in the Council Chambers.

**Sponsors:** Administration & Finance Committee

**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

33. [R-2017-0313](#) Resolution relative to accepting the single source proposal for providing professional services by DocuWare to aid the City’s migration from the Fortis document management product to DocuWare’s product for a total net sum of \$16,500.

**Sponsors:** Administration & Finance Committee

*Assistant City Attorney Jenna Merten was present to discuss issues regarding liability. Discussion ensued with input from IT Director Tony Warkoczewski.*

**A motion was made by Ald. Weigel, seconded by Ald. May, 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

34. [R-2017-0307](#) Resolution approving an Action Plan for Fiscal Year 2018 relative to the Community Development Block Grant (CDBG) Program.

**Sponsors:** Administration & Finance Committee

**A motion was made by Ald. Weigel, seconded by Ald. May, 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

35. [2017-0707](#) Communication from City Administrator requesting approval to fill the vacant position of Electrical Mechanic I in the Department of Public Works, Building/Inventory and Electrical Division, Electrical Section.

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

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

36. [2017-0708](#) Communication from City Administrator requesting approval to fill the vacant position of Lead Inventory Services Specialist in the Department of Public Works, Building/Inventory and Electrical Services Division.

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

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

37. [2017-0709](#) Communication from City Administrator requesting approval to fill three vacant Truck Driver positions in the Department of Public Works, Sanitation and Street Division.

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

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

38. [2017-0710](#) Communication from City Administrator requesting approval to fill two vacant Maintenance Repairer positions in the Department of Public Works, Sanitation and Street Division.

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

**Aye:** 5 - Ald. Haass, Ald. Weigel, Ald. Czaplewski, Ald. May, and Ald. Roadt

**No:** 0

39. [2017-0704](#) Communication from City Administrator transmitting Overtime Report for the first three quarters of 2017.

*Police Chief Patrick Mitchell was present to discuss the report dealing with the Police Department and that their overtime is mainly due to emergency services. Some discussion ensued with input from staff on questions/comments from the Committee.*

**A motion was made by Ald. Weigel, seconded by Ald. Roadt, 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

### Motion for Suspension of the Rules and Reconsideration

23. [2017-0366](#) Emily Hangartner Notice of Claim regarding vehicle damages allegedly sustained at 1933 S. 60 Street on May 13, 2017.

*Assistant City Attorney Jenna Merten was present to discuss this matter.*

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

24. [2017-0367](#) Ramon Robinson II Notice of Claim regarding vehicle damages allegedly sustained at 1933 S. 60 Street on May 13, 2017.

*Assistant City Attorney Jenna Merten was present to discuss this matter.*

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

### Previous Matters for Consideration

40. [2017-0512](#) Dorothea Lannin Notice of Claim regarding damages allegedly sustained at 1921 S. 60 St. on May 13, 2017.

*Assistant City Attorney Jenna Merten was present to discuss this matter.*

**This matter was Recommended for Denial on a Block Vote**

### City Attorney Claim Report

41. [2016-0140](#) Summons and Complaint in the matter of Bayview Loan Servicing, LLC vs. David J. Howard, et al. regarding foreclosure of mortgage, Case No. 16CV001287.

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

42. [2017-0581](#) Summons and Complaint, Small Claims, Frederick John Carsky III vs City of West Allis. Claim No. 17SC028272.

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

### Passed The Block Vote

**A motion was made by Ald. May, seconded by Ald. Weigel, to approve all the actions on the preceding items on a Block Vote. 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

43. [R-2017-0286](#) Resolution to confirm and adopt the request of the City Attorney's Office to assess a special charge to the property owner for the repair of the sidewalk located at 6006 West Orchard Street.

**Sponsors:** Administration & Finance Committee

**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

44. [2017-0628](#) 2018 City of West Allis Mayor’s Recommended Budget.

*Final action to be taken at November 21, 2017 Council meeting.*

**This matter was Held**

45. [2017-0603](#) Communication from City Administrator transmitting the 2018 Capital Improvement Program for consideration and inclusion in the 2018 City of West Allis Budget.

*Final action to be taken at November 21, 2017 Council meeting.*

**This matter was Held**

#### **D. ADJOURNMENT**

*A motion was made to adjourn the Regular Recess Meeting and continue with the Special Recess Meeting at 9:50 p.m. The motion carried unanimously.*