



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, Michael P. May,
Cathleen M. Probst, Rosalie L. Reinke, Daniel J. Roadt,
Vincent Vitale, and Martin J. Weigel*

Monday, February 10, 2014

6:00 PM

City Hall - Room 128

SPECIAL MEETING

DRAFT COPY

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. Barczak, Ald. Czaplewski, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale and Ald. Weigel
Excused: 0

Others Present: Paul M. Ziehler, City Administrative Officer, Clerk/Treasurer; Sally Nusslock, Health Commissioner, Monica Schultz, Assistant City Clerk; Jim Jandovitz, Manager of Information Technology; Audrey Key, Human Resources Manager; Mark Wyss, Finance Manager/Comptroller; Michael Lewis, Director of Public Works/City Engineer; Janel Lemanske, Clerk Specialist II; Diane Brandt; and Wayne Clark.

C. APPROVAL OF MINUTES

A motion was made by Ald. Vitale, seconded by Ald. Reinke, to approve the minutes of the January 6, 2014 Committee of the Whole Special Meeting. The motion carried unanimously.

D. NEW AND PREVIOUS MATTERS

1. [2014-0061](#) Communication from Ald. May regarding City Organizational Structure.

See Legislative File 2014-0018.

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

Votes: Aye: 9 - Ald. Lajsic, Ald. Barczak, Ald. Czaplewski, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale and Ald. Weigel
No: 0

2. [2014-0018](#) Updated Report on Possible Changes to Organizational Structure and City Administrative Officer, Clerk/Treasurer Position and Responsibilities (1/3/14).

Council President Lajsic introduced Ald. May's communication (Legislative No. 2014-0061). Ald. May explained that after speaking with department and division heads it is his opinion to give certain division heads the same level of responsibility as other department heads while maintaining other duties. Ald. May was open to Council to have hiring and firing responsibilities. Mr. Ziehler explained the shared responsibility chart. Ald. Barczak stated that he likes Mr. Ziehler's chart with Ald. May's letter. The letter provides a solution, and that would be his preference.

Ald. Czaplewski sees no financials and wants to see where the savings occurs. He questioned why make those division heads department heads when they are doing the job same already. He questioned by eliminating the Clerk and Treasurer duties from the City Administrator, why he doesn't see a salary reducing savings. Mr. Ziehler explained saving occurs in the changes to the Purchasing Department.

Council President Lajsic explained just because the salary range is there the new City Administrator may be hired at the lower end depending upon qualifications. Ald. Barczak stated there is nothing stopping the Council from changing the salary, but would prefer to have the option of a higher scale in order to attract the most qualified candidates. He believes there may be a little savings, but won't see thousands.

Ald. Probst commented on the City Administrator's practice is different than in print. In practice Mr. Ziehler has been a liaison to Council and Departments that is not in print. Council President explained that this is a lateral position and the chart shows what is occurring today. He also would like to see Mr. Ziehler's chart together with Ald. May's letter. Department Heads can always come to the Council, but for serious issues the chain of command must be followed.

Ald. Reinke expressed her concerns by the Council itself; such as system abuse or lobbying. Council President Lajsic explained in the past the hiring and firing responsibility goes through Human Resources and ends up with the Council for a decision. Mr. Ziehler stated that protection exists in employment contracts.

Ald. Barczak made a motion, seconded by Ald. May, to recommend approval as amended of the Organizational Charts from 2014-0018 and Ald. May's communication from 2014-0061. Discussion ensued. Ald. Czaplewski defended his position and added that the Assessor's Office should not be included under the City Administrator, and he cannot support a motion without financials. Mr. Ziehler pointed out the financials have been laid out in the Fiscal Estimate attached to 2014-0018 file.

Council President Lajsic referred the "List of CAO/Clerk-Treasurer Duties and Responsibilities and Monthly Work Activities" back to staff to see how responsibilities are going to be reallocated. Mr. Ziehler explained the notations of "1" and "2" on the List. One (1) indicates these can be delegated, and two (2) indicates "may" be delegated which requires further discussion.

A motion was made by Ald. Barczak, seconded by Ald. May, that this matter be Recommended for Approval as Amended not including List of CAO/Clerk-Treasurer Duties & Responsibilities. The motion carried by the following vote:

Votes: Aye: 8 - Ald. Lajsic, Ald. Barczak, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale and Ald. Weigel
No: 1 - Ald. Czaplewski

3. [2014-0015](#) Communication regarding City Administrative Officer Position/Reorganization.

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

Votes: Aye: 9 - Ald. Lajsic, Ald. Barczak, Ald. Czaplewski, Ald. May, Ald. Probst, Ald. Reinke, Ald. Roadt, Ald. Vitale and Ald. Weigel
No: 0

The meeting adjourned at approximately 6:45 p.m

*Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer*