



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kurt E. Kopplin, Chair*

*Aldersperson Vincent Vitale, Vice-Chair*

*Alderspersons: Thomas G. Lajsic, Richard F. Narlock, Rosalie L. Reinke*

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Monday, November 7, 2011

6:00 PM

City Hall Room 128

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#### REGULAR MEETING

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#### A. CALL TO ORDER

*Chair Kopplin called the meeting to order at 6:03 p.m.*

#### B. ROLL CALL

Present: 5 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic, Ald. Narlock and Ald. Reinke  
Excused: 0

#### Others Attending

*Alds. Czaplewski, Roadt, Weigel; Jane Ford, West Allis NOW; Steve Hook, Gary Streicher, Dion Volk, Fire Dept.; Mike Jungbluth, Chuck Padgett, Bob Fletcher, Police Dept.; Michael Lewis, Tom Harmatys, Bruce Danowski, Mike Rushmer, Gordy Paprocki, Dept. of Public Works; Audrey Key, HR Manager; Kris Moen, Interim Finance Manager; Sheryl Kuhary, Assistant City Attorney; Paul M. Ziehler, City Administrative Officer; Jeanette Wardinski, Administrative Assistant; Jeff Kling; Greg Telford.*

#### C. APPROVAL OF MINUTES

**A motion was made by Ald. Vitale, seconded by Ald. Reinke, to approve the Special Meeting minutes of October 24, 2011 and Recess Meeting minutes of November 1, 2011. The motion carried unanimously.**

#### D. NEW AND PREVIOUS MATTERS

1. [2011-0655](#)

Communication from Director of Public Works/City Engineer Discussing Funding Options for the Cross-Town Bike Trail.

*Chair Kopplin asked Mr. Ziehler to comment. Mr. Ziehler mentioned that this matter was discussed in detail at last week's Recess meeting. He and the Department of Development are still working on a proposed financing plan, and it is hoped that it can be finalized and ready for the November 15 Council meeting.*

**Held**

2. [O-2011-0077](#)

An Ordinance to establish the salary of the Mayor of the City of West Allis for the four year term of April 17, 2012 through April 18, 2016.

**Sponsor(s):** Administration & Finance Committee

*Chair Kopplin introduced this item. Mr. Ziehler said based on guidance from the Committee at its last meeting, this ordinance was drafted within the parameters set by the Committee. The salary ordinance includes a \$1,000 per year increase for each of the next four years of the new four-year term. The current salary is \$62,000, so over the next four years it will raise in \$1,000 yearly increments to a total of \$66,000 by the end of the four-year term. This calculates out to a 1.6% increase per year for each of the four years.*

*Ald. Vitale said he is not opposed to a raise for the Mayor, but he would like it to be at a lower amount, perhaps \$500 per year instead of the proposed \$1,000. He suggests this change based on the economic issues and budget situation. He noted that the Alderpersons have elected to not receive a raise and he feels the Mayor's raise should be more in line with a minimal increase.*

*Ald. Vitale therefore moved that the Mayor's salary be increased by \$500 per year rather than the \$1,000 proposed. There was no second to the motion.*

*Ald. Lajsic said he thinks the Mayor should be treated like everyone else. He is a full-time elected official and not part-time like the Alderpersons, and he does not think this proposed increase is out of line for an officer of the City. In that regard, he moves that the ordinance be recommended for passage, seconded by Ald. Reinke. Further discussion ensued.*

*Ald. Reinke said this proposed increase turns out to be \$20/week and she doesn't feel this is out of line. We need to be able to attract good candidates for the community, and a salary set too low can impact applicants for the job. Ald. Narlock said he agrees with both Alderpersons' comments, and it is also an issue of being fair with our employees and treating them with respect, including the Mayor's position. Ald. Vitale wondered if we've checked with other communities on what mayoral salaries are like. His concern is that we have both a full-time Mayor and CAO and that is a financial consideration. Mr. Ziehler said a survey of 20 some communities was done in the last few weeks and most communities our size have a full-time Mayor and a position like his, but with different titles (e.g., City Manager, City Administrator, etc.). The survey also showed that most mayoral salaries are in the \$70,000 range, and we are under the range compared to just about every other city. Ald. Czaplewski said he remembers checking these salaries about four years ago and found that in some cases, the salary was much too high. He wondered about implementing a 1% raise if that is what other employees are getting. Mr. Ziehler said the 1% budgeted amount should be sufficient to cover the dollar amount for this one position. He also pointed out that even though the \$1,000/year calculates to a 1.6% increase for each of the four years, because the salary actually begins in April, it calculates to a 1% cashout.*

*A final vote was taken on the previously-made motion resulting in passage of the ordinance at a vote of 4 - 1, as reflected below.*

**A motion was made by Ald. Lajsic, seconded by Ald. Reinke, that this matter be Recommended for Passage. The motion carried by the following vote:**

**Votes:** Aye: 4 - Ald. Kopplin, Ald. Lajsic, Ald. Narlock and Ald. Reinke  
No: 1 - Ald. Vitale

3. [O-2011-0078](#)

An Ordinance to establish the salary of the Alderpersons of the City of West Allis for the four year term of April 17, 2012 through April 18, 2016.

**Sponsor(s):** Administration & Finance Committee

*Chair Kopplin asked Mr. Ziehler to comment. Mr. Ziehler said based on the Committee's direction, the salary ordinance has been prepared and includes no increase in salary for any of the four years of the new four-year term. It maintains the current salary of \$7,384 for all of the next four years.*

**A motion was made by Ald. Vitale, seconded by Ald. Lajsic, that this matter be Recommended for Passage. The motion carried by the following vote:**

**Votes:** Aye: 5 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic, Ald. Narlock and Ald. Reinke  
No: 0

4. [O-2011-0079](#) An Ordinance to establish the salary ranges of the City Attorney and the Municipal Judge of the City of West Allis for the four year period of May 1, 2012 through April 30, 2016.

**Sponsor(s):** Administration & Finance Committee

*Chair Kopplin introduced the item and asked staff to comment. Mr. Ziehler said this salary ordinance has been prepared to include a 2% per year increase for each of the next four years of the new four-year term. Since the increase goes into effect on May 1, the increase for 2012 is 2/3 of 2%, or 1.33%. In subsequent years, the increases carry forward to the next year (.67%) and another 1.33% for the remaining 2/3 of that next year. In response to Ald. Czaplewski's point about a 1% salary increase for general employees, this would be slightly higher but it's manageable because it affects only two positions. Ald. Vitale thinks in order to be fair with all employees, the salary for these two positions should be in line with the 1% increase or closer to what the Mayor is receiving.*

*Ald. Vitale moved that a 1% per year increase be implemented for these two positions rather than the proposed 2% per year amount. The motion was seconded by Ald. Reinke for discussion purposes.*

*Ald. Reinke commented that it was her understanding we would give the same increase to these positions as the Mayor. Mr. Ziehler said the previous discussion was along the lines of keeping the salaries in the realm of what is out there for Police and what is being discussed in Fire negotiations. There has been no decision made yet on all other employees. He explained there is a 2% salary lift for Police in 2012 but only a 1% cash payout, and he was using this in the general context of what is proposed for the Mayor and these two positions. Ald. Lajsic pointed out it is a different term for the positions, and he has concerns about it being only a 1.33% increase because of this, but in the end it is a 2% lift which is what we are giving other employees. He does not want to short change these positions, and therefore, the only difference is that their term of office is at a different time.*

*A motion was then taken on the previous motion of a 1% increase instead of the proposed 2%. The motion failed 2 - 3, with Alds. Kopplin, Lajsic, and Narlock voting no.*

*The following motion was then made on the introduced Agenda item:*

**A motion was made by Ald. Lajsic, seconded by Ald. Narlock, that this matter be Recommended for Passage. The motion carried by the following vote:**

**Votes:** Aye: 3 - Ald. Kopplin, Ald. Lajsic and Ald. Narlock  
No: 2 - Ald. Vitale and Ald. Reinke

5. [R-2011-0210](#) Resolution relative to transferring \$85,444.00 from the Contingency Fund to the Police Department Automotive Capital Account for purchasing four (4) Police Squads from Ewald Automotive Group.

**Sponsor(s):** Administration & Finance Committee

*Mr. Ziehler explained that in order to place next year's order of squad cars in a timely manner for the production schedule, this transfer has been done like this for the past several years, and then next year's Police Dept. vehicle budget pays the money right back. He noted that because the four vehicles are in the proposed 2012 budget, the Committee will need to vote on the budget first on November 15 and then act on this resolution.*

*Ald. Reinke wondered if we do this now because we'll get a price break. Chief Jungbluth said there is no price break; it just gets our order in the que earlier so we are not waiting so long in the new year for the new squads. Ald. Vitale wonders what happens with the four cars these*

*new ones are replacing, and at what mileage are we replacing squads. The Chief explained that the squads are recycled in the fleet so that the four oldest vehicles end up going to the County auction. We typically replace squads around 80,000 miles and in this manner, we do get more for our vehicles at the auction which also aids squad budgeting.*

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

**Votes:** Aye: 5 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic, Ald. Narlock and Ald. Reinke  
No: 0

6. [2011-0647](#)

Communication from City Administrative Officer transmitting Traffic Violation & Accident Reports for the period July 1, 2011 through September 30, 2011.

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

**Votes:** Aye: 5 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic, Ald. Narlock and Ald. Reinke  
No: 0

7. [2011-0618](#)

2012 City of West Allis Mayor's Recommended Budget.

*To begin budget discussion, Mr. Ziehler first reported on the Committee's question about who takes City vehicles home. For Public Works, Sanitation & Street Division Superintendent Bruce Danowski is permanently assigned a City vehicle and the on-call person is temporarily assigned a vehicle. Mr. Danowski explained his need for emergency purposes, and the Committee was satisfied with his explanation. For Police, only the Chief is assigned a car. For Fire, the Chief, 3 Assistant Chiefs, and 2 Fire Inspectors have assigned vehicles. Ald. Lajsic said he has no problem with the two Chiefs taking cars home, but he sees no need for any of the others to take vehicles home. Our community is small in size and these people can drive to the station and pick up a car. He thinks it's something we need to take a look at. Chief Hook said they can review this practice--who has vehicles, why, and they also track mileage. Upon further questioning, Chief Hook explained the cars are only used for work purposes within the City and driven to and from work.*

*Ald. Vitale had further questions about a Public Works vehicle he's aware of that goes home with an employee to Mukwonago. He thinks the employee should drive his own vehicle in to the City. Mr. Lewis said this procedure is set by contract and it can be looked at once the contract expires on December 31.*

*Chief Jungbluth further explained that he uses his vehicle for Dept. business both inside and outside the City. He said the Canine officers also take vehicles home, but this is an absolute necessity as both vehicles are outfitted for the dogs with cages and they are on call 24/7, 365 days of the year.*

*Ald. Lajsic said another issue he inquired about was the Fire Dept. management structure. He was hoping a Police & Fire Commission member would be here to address these concerns. He thinks we are at the point now in our budget that we need to start looking at this, and he's asking the Chief to take a look at the top heavy management structure in the Fire Dept. over the next few years. Hopefully through attrition we can start addressing this issue because we cannot afford this anymore, and we need to look at what we can get by with. He is also interested in looking at consolidation of fire department services, and that would be an area where there would be overlap of management positions and potential reductions. Chief Hook responded that Ald. Lajsic's points are well taken, and he commented about the shared services that we perform/participate in even now, along with our participation in the County paramedic program. He also commented about how the service level has changed over the years, e.g. an increase from 3,000 to 8,000 runs a year in just the last few years, and that the Fire workforce has also shrunk over time. In conclusion, he said we definitely can look at what we do, how we do it, and if it's cost effective.*

*Ald. Vitale then commented on the Police Dept. budget and that overtime is budgeted at \$470,000 for 2012, up \$40,000. He feels that is an unreasonable amount of money for overtime and why don't we then hire more police officers. Mr. Ziehler referred to page 151 in the budget which shows the history of overtime in the Police Dept. and that this budgeted amount is in line with the last few years; we are budgeting what we really need. Further discussion ensued on this topic, with Chief Jungbluth commenting on why overtime is at this level. Ald. Vitale then asked if the Police Dept. would be able to absorb an additional \$150,000 cut. Chief Jungbluth said their budget has already had a \$400,000+ cut and there is no way he can absorb this additional amount. Ald. Vitale also asked this question of the Fire Dept., specifically a cut in the capital vehicle budget. Chief Hook said the \$150,000 is needed to keep the cumulative account in place so that when vehicles are scheduled for replacement the funding is available. Ald. Lajsic said many communities bond for these high capital vehicle costs, but West Allis decided many years ago to pay on an as-needed basis. He does not think it's fiscally responsible to bond for equipment costs, and he feels our staff is handling this budgeting for vehicle replacement in an appropriate fashion. Ald. Vitale said he understands that the Departments are acting in a fiscally responsible manner, but he is questioning whether they can do without for one year or get more years out of a piece of equipment to help hold the line on and even reduce the budget. Further discussion ensued. Ald. Kopplin also pointed out that when we are talking about cutting taxes but not services, it's an unrealistic expectation. If we want to cut taxes, then we need to make the decisions to cut employees and services. You can't have it both ways. Lastly on vehicle costs, Mr. Ziehler mentioned that the Public Works equipment costs were cut \$660,000 in this proposed budget to \$513,600 from almost \$1.2 mil.*

*As discussion continued, Ald. Vitale also noted that we have used the Contingency Fund again, and will we have these monies to do this again next year. Ald. Czaplewski said that with the 1.5% tax levy increase, \$600,000 is money out of our local economy. He suggests increasing employees' share of health insurance costs to 10% to realize another \$250,000 in savings. Ald. Lajsic spoke to the use of the Contingency Fund and pointed out that our auditors say we are in an acceptable range for this fund, maintaining a 5% balance and that is right where we are at. At this point, Ald. Lajsic made the following motion:*

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

**Votes:** Aye: 4 - Ald. Kopplin, Ald. Lajsic, Ald. Narlock and Ald. Reinke  
No: 1 - Ald. Vitale

*An additional question was asked by Ald. Vitale about an issue involving vendors and bidding jobs (specifically about a street sweeper). It was noted that this was not an agenda item, but Mr. Ziehler explained that we talked about developing a policy to address this issue, involving sole source, bidding, setting certain dollar amounts, etc. The Advisory Committee will be reviewing this matter. Ald. Lajsic felt it should be an A&F Cmte. referral. Mr. Ziehler suggested a joint referral, both for a policy position and a financial aspect. The Committee concurred.*

*Discussion on the 2012 Recommended Budget was then concluded.*

**8. [O-2011-0075](#)**

Ordinance appropriating the necessary funds for the operation and administration of the City of West Allis for calendar year 2012.

**Sponsor(s):** Administration & Finance Committee

**A motion was made by Ald. Lajsic, seconded by Ald. Reinke, that this matter be Recommended for Passage. The motion carried by the following vote:**

**Votes:** Aye: 5 - Ald. Kopplin, Ald. Vitale, Ald. Lajsic, Ald. Narlock and Ald. Reinke  
No: 0

**E. OTHER MATTERS TO COME BEFORE THE COMMITTEE FOR DISCUSSION/ACTION****1. Discussion/Action on Items by Alderpersons.**

*None.*

**2. Discussion/Action on Items by City Administrative Officer.**

- a. Parameters/Context for City Involvement/Participation in Intergovernmental Cooperation/Shared Services Agreements (Reference Material - Public Policy Forum Research Brief on Municipal Services).

*Mr. Ziehler commented that at the last Committee meeting this topic was mentioned during budget discussions. The Public Policy Forum report included in tonight's handout package addresses this issue, and pages 5-7 specifically focus on the region's residents' appetite for intergovernmental cooperation and shared services. The report is actually a mixed bag of ideas about it. (Mr. Ziehler will have color copies of the report prepared as the B/W version makes it difficult to understand the charts.)*

*As there has been discussion about shared services, from health to fire and police and a few public works ideas, staff needs Council guidance on what direction to pursue. The only two guidelines we've had at all in the past are to determine (1) if it will save money, and (2) would it be equal or better service as a result. So the question is, are these at least the minimum guidelines or is there more beyond this? What things should we or should we not look at, and then, beyond the areas we look at, are these two guidelines what we should focus on? Ald. Lajsic indicated his agreement that these are the two main guidelines we should work with. From a talking standpoint, he is willing to listen to any proposal that meets these criteria. Mr. Ziehler additionally mentioned that typically the two results from an evaluation of shared services are: (1) who pays what and (2) who controls decision making. Ald. Lajsic said the most sensitive areas are the protective services; there is no way we would want to decrease our services, particularly in these areas. Further discussion ensued.*

*The Committee concurred with the two main guidelines as discussed. Mr. Ziehler suggested that rather than preparing a written policy at this time, perhaps for now we should give this idea a little more time and thought and then later consider the specific proposals for any cooperation/shared services. The Committee concurred.*

**3. Other.**

*None.*

**F. ADJOURNMENT**

**A motion was made by Ald. Narlock, seconded by Ald. Vitale, to adjourn the meeting at 7:40 p.m. The motion carried unanimously.**