



# City of West Allis

## Meeting Agenda

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Martin J. Weigel, Vice-Chair*

*Alderspersons: Michael J. Czaplewski, Michael P. May, Daniel J. Roadt*

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Tuesday, February 6, 2018

7:00 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

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#### RECESS MEETING

#### A. CALL TO ORDER

#### B. ROLL CALL

#### C. NEW AND PREVIOUS MATTERS

##### New Matters for Introduction

19. [O-2018-0005](#) Ordinance to Amend Subsection 2.19(8)(b) of the West Allis Revised Municipal Code Relating to Possession of a Controlled Substance THC and Possession of Drug Paraphernalia Deposits.
- Sponsors:* Ald. Haass
20. [R-2018-0088](#) Resolution to repeal and recreate the City of West Allis Policies and Procedures Manual No. 1439, Bulletin Board Policy, and No. 1501, Mail, and to repeal Policy No. 1502, Print Shop, and Policy No. 1504, Microfilming.
- Sponsors:* Administration & Finance Committee
- Attachments:* [Recreated Policy No. 1439](#)  
[Recreated Policy No. 1501](#)  
[Repealed Policy No.1502, Print Shop](#)  
[Repealed Policy No. 1504, Microfilming](#)
21. [R-2018-0101](#) Resolution relative to accepting the single source proposal of CivicPlus for providing city website redesign services for the amount of \$29,795 and authorizing a budget adjustment, from Communications Fund Reserves, to facilitate the purchase.
- Sponsors:* Administration & Finance Committee
- Attachments:* [CivicPlus Website Redesign Proposal](#)  
[CivicEngage Redesign Consulting Package](#)  
[CivicPlus Website Redesign Contract](#)
22. [2018-0065](#) Sam's Club notification of facility closure at 1540 S. 108 St., on January 26, 2018.

*Attachments:* [Sam's Club closure letter](#)

23. [2018-0101](#) Communication from City Administrator requesting approval to fill the vacant, part-time Circulation Services Representative position at the Public Library.

*Attachments:* [Request to fill part-time Circulation Services Rep position](#)

24. [2018-0102](#) Communication from City Administrator requesting approval to fill the vacant position of Civil Engineer in the Engineering Department.

*Attachments:* [Request to fill Civil Engineer position](#)

25. [2018-0103](#) Communication from City Administrator requesting approval to fill the new position of Engineering Technician in the Engineering Department.

*Attachments:* [Request to fill Engineering Technician position](#)

26. [2018-0104](#) Communication from City Administrator requesting approval to fill on an interim basis the vacant position of Principal Engineer in the Engineering Department.

*Attachments:* [Request to fill Principal Engineer position](#)

27. [2018-0066](#) Finance Director/Comptroller submitting report for December 2017 indicating City of West Allis checks issued in the amount of \$3,154,670.12.

*Attachments:* [December 2017 Monthly Claims Report to CC](#)

### Previous Matters for Consideration

28. [2015-0688](#) Kmiec Law Offices, S.C. Notice of Claim & Itemization of Injury on behalf of Lillian & Michael Raymond regarding injuries and damages allegedly sustained at 1445 S. 84 St. on August 16, 2015.

*Attachments:* [Raymond Claim](#)

### City Attorney Claim Report

29. [2017-0650](#) Richard C. Riojas Notice of Claim relative to vehicle damages allegedly sustained at the intersection of S. 60 Street and W. Lincoln Avenue on September 25, 2017.

*Attachments:* [2017-0650.101717.Richard C. Riojas](#)

[Place On File Letter.CC.Riojas](#)

[Signed Release-Riojas Claim](#)

30. [2017-0780](#) Corey C. Kowalewski communication relative to injuries allegedly sustained at 920 S. 73 St. on August 6, 2017.

*Attachments:* [Kowalewski 11-29-17 claim](#)

[Denial Letter.CC.Kowalewski](#)

31. [2017-0807](#) Shelly Kerwin claim relative to vehicle damages allegedly sustained at West Allis City Hall Parking Lot, 7525 W. Greenfield Avenue, on November 1, 2017.

Attachments: [S. Kerwin claim](#)  
[Denial Letter.Kerwin](#)

32. [2018-0045](#) Robert Hill Law, LTD. communication on behalf of Sam's Real Estate Business Trust regarding alleged excessive assessment of property for 2017 at 1540 S. 108 St., parcel number 449-9981-019.

Attachments: [449-9981-019 Sam's Real Estate Business Trust](#)  
[Denial Letter.Sams Real Estate Business Trust](#)

## D. ADJOURNMENT

All meetings of the Administration & Finance Committee are public meetings. In order for the general public to make comments at the committee meetings, the individual(s) must be scheduled (as an appearance) with the chair of the committee or the appropriate staff contact; otherwise, the meeting of the committee is a working session for the committee itself, and discussion by those in attendance is limited to committee members, the mayor, other alderpersons, staff and others that may be a party to the matter being discussed.

### NON-DISCRIMINATION STATEMENT

The City of West Allis does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

### AMERICANS WITH DISABILITIES ACT NOTICE

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

### LIMITED ENGLISH PROFICIENCY STATEMENT

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.