



# City of West Allis

7525 W. Greenfield Ave.  
West Allis, WI 53214

## Meeting Minutes

### Administration & Finance Committee

*Alderson Kevin Haass, Chair*

*Alderson Martin J. Weigel, Vice-Chair*

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

---

Monday, September 12, 2016

6:00 PM

City Hall Room 128

---

#### REGULAR MEETING (draft minutes)

#### A. CALL TO ORDER

*Chair Haass called the meeting to order at 6:00 p.m.*

#### B. ROLL CALL

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

#### Others Attending

*Ald. Probst; Tom Karman, Schenck; Kris Moen, Interim Finance Director/Comptroller; Ed Lisinski, BINS Director; Jim Jandovitz, IT Director; Rebecca Grill, City Administrator.*

#### C. APPROVAL OF MINUTES

[2016-0572](#) Minutes (draft) August 16, 2016 and September 6, 2016.

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

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

**No:** 0

#### D. APPEARANCE BEFORE COMMITTEE

##### 1. Appearance by Tom Karman, CPA, of Schenck

[2016-0550](#) Comptroller/Director of Finance submitting the City of West Allis Comprehensive Annual Financial Report and Management Communication for the year ended December 31, 2015 for review and approval.

*Tom Karman of Schenck was present to discuss the CAFR and Management Communication with the Committee. He explained that Schenck has worked with the city for 10-12 years. The firm works with over 30 government entities.*

*Mr. Karman directed the Committee's attention to the Independent Auditor's Report on pages 15-17 of the CAFR; he then moved on to discuss the Management Communication. Ald. Haass asked about the hospital depreciation, and Mr. Karman explained that West Allis is in a unique position where Aurora improves the buildings but the city gets credit for them. He then provided further information on the General Fund summary on page 5 and explained it is important to have unassigned funds available for covering expenditures until money from other funding sources is*

received, such as state shared revenue which doesn't arrive until November. Discussion then turned to the Capital Projects Funds on page 6. Mr. Karman explained that providing the same level of scrutiny to the capital projects accounts will assist with mitigating the deficits shown (2014--\$1.3 million; 2015--\$2.7 million). Ms. Moen advised that the formalizing of the capital budget process will assist with getting a handle on this. Mr. Karman suggested that it is best to adopt a capital improvement plan and budget at the same time as the operating budget, as the operating budget is affected by debt. Then, monitoring and changes should be done the same as the regular operating budget. Further, Mr. Karman provided no recommendation for utilities, and discussion ensued regarding the lengthy process to adjust water rates.

Mr. Karman then reviewed the Upcoming Pronouncements regarding Other Post-Employment Benefits (OPEB) on page 11 of the Management Communication. Ms. Moen indicated our current OPEB is \$158 million, but we need to have a study to update this. She also commented on the premium costs as well as the number of people which affects this. She noted that during debt offerings, Moody's and Standard & Poors routinely review and inquire regarding OPEB.

Lastly, Uniform Grant Guidance changes, page 12 of the Management Communication, were discussed. Mr. Karman advised we are in a good place as we have an accountant reviewing this; however, he recommends that we start working on process documentation. Ms. Moen advised that we have a start on a general grant management handbook.

The Committee thanked Mr. Karman and Ms. Moen for their presentation.

**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

## **E. CITY ADMINISTRATOR REPORT**

### **1. Follow Up Report on Mileage Reimbursement.**

Mr. Lisinski and Ms. Grill were present to discuss this item. Ms. Grill provided a handout with city mileage data and explained that this is a follow up to Mr. Lisinski's May 2016 communication. She explained that the Committee had requested a report on city-wide mileage reimbursement. This information does not include the monthly mileage stipend received by various employees. Also, this mileage was paid in addition to the monthly stipend at \$.54/mile. The data presented is from the time period 2010 to the first quarter of 2016. During that time, over \$320,000 of mileage reimbursement was paid to employees; the highest yearly reimbursement was \$4,316 or almost 8,000 miles, 40 miles/day assuming 200 work days/year. When combining the top ten who received mileage, the amount was \$133,987. The Committee discussed how this could be expanded to other departments or continue with BINS as four police vehicles would be available soon. Questions regarding maintenance were answered by Mr. Lisinski. He advised that in the pilot period since last November, \$755 was spent on the three vehicles used by BINS for maintenance, batteries, power steering, and an engine block. The Committee provided direction to move forward by introducing a resolution to expand the program, review the monthly stipend received, explore a pool vehicle

*option, and explore options with the Dept. of Public Works to see if they are able to provide service.*

## **F. CLOSED SESSION**

*At 7:11 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to discuss performance evaluation data of a public employee, and to take such further action as may be necessary and appropriate with respect to such matter.*

*A closed session for the above purpose is authorized pursuant to the provisions of Wis. Stats. Section 19.85(1)(c), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

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

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

**No:** 0

*Ms. Grill proceeded to inform the Committee about the performance evaluation data of a public employee. Considerable and lengthy discussion ensued during which time Ms. Grill responded to questions and comments from Committee members. Based on Committee consensus, direction was provided to Ms. Grill on how to proceed.*

*Upon conclusion of the closed session at 8:15 p.m., the Administration & Finance Committee had no further business to attend to.*

## **G. ADJOURNMENT**

*A motion was made by Ald. Weigel, seconded by Ald. Roadt, that the meeting be adjourned at 8:15 p.m. The motion carried unanimously.*