



City of West Allis

Meeting Agenda

Administration Committee

Aldersperson Martin J. Weigel, Chair
Aldersperson Marissa Nowling, Vice Chair
Alderspersons: Kimberlee Grob, Danna Kuehn and Patty Novak

Tuesday, January 14, 2025

6:00 PM

City Hall, Room 128
7525 W. Greenfield Ave.

SPECIAL MEETING

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES

1. [2025-0013](#) December 17, 2024 Administration Committee Minutes.

Recommendation: Approve

Attachments: [2024-12-17 Admin M](#)

D. NEW AND PREVIOUS MATTERS

E. MATTERS FOR DISCUSSION/ACTION

2. [2025-0032](#) Communication recommending the appointment of Richard G. Pfaff to the position of Interim City Administrator effective February 24, 2025.

Attachments: [Communication Regarding Interim CA -Pfaff](#)

3. [2025-0034](#) Discussion regarding the salary, benefits, and conditions of employment for City Administrator position.

For agenda items #2-3, the Administration Committee may convene in closed session pursuant to the provisions of Wis. Stat. Section 19.85(1)(e) for the purpose of deliberating the salary range, benefits, conditions of employment, and similar matters related to the selection of the next city administrator to the extent competitive or bargaining reasons require a closed session and the provisions of Section 19.85(1)(c) of the State Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data and to take such further action as may be necessary and appropriate after reviewing the data considered in closed session. This Committee may reconvene in open session after completion of the closed session to consider the balance of the agenda.

4. [2025-0035](#) Communication outlining the recruitment process and timeline for the new City Administrator.

Attachments: [City Administrator Hiring Timeline and Steps](#)

5. [R-2025-0020](#) Resolution relating to the reorganization of the Human Resources Department and City Administrator's Office and the addition of a Human Resources Generalist position.

Recommendation: Adopt

Attachments: [Res_R-2025-0020](#)

F. ADJOURNMENT



All meetings of the Administration 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.

NOTICE OF POSSIBLE QUORUM

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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.