



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Meeting Minutes

Administration & Finance Committee

Aldersperson Vincent Vitale, Chair

Aldersperson Kevin Haass, Vice-Chair

Alderspersons: Thomas G. Lajsic, Michael P. May, Cathleen M. Probst

Tuesday, October 21, 2014

9:33 PM

City Hall Room 118

RECESS MEETING

A. CALL TO ORDER

Chair Vitale called the meeting to order at 9:33 p.m.

B. ROLL CALL

Present 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

Others Attending

Mark Wyss, Finance Director/Comptroller/City Treasurer; Other Staff; Guests and Media.

C. NEW AND PREVIOUS MATTERS

9. [O-2014-0073](#) An Ordinance to Create Section 1.060 of the Revised Municipal Code Relating to User Fees for Residential Private Property Sanitary Inflow and Infiltration Reduction Program

Sponsors: Public Works Committee

This matter was Held.

10. [R-2014-0319](#) Resolution relative to adopting a Social Media Policy for inclusion in the City of West Allis Policies & Procedures Manual.

Sponsors: Ald. Lajsic and Ald. May

Discussion ensued on this proposed new policy. Ald. Lajsic suggested that everyone should have some sort of training on this new policy, particularly the alderpersons. Training should be provided from someone in the legal area, and he is particularly interested in this from a "Face Book" perspective. Should there be a separate alderpersons page, should they be using their own private page, what types of things can be said on the page, etc. The Committee agreed that some type of training should be provided. Staff said these comments/suggestions would be relayed to the Attorney's Office for follow up.

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

11. [R-2014-0343](#) Resolution approving a West Allis Neighborhood Association Small Grant Program Organizational Grant to Rainbow Gardens in the amount of \$500.

Sponsors: Ald. Barczak and Ald. May

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

12. [R-2014-0347](#) Resolution relative to amending the City of West Allis Policies & Procedures Manual No. 1312 (E-Mail Policy).

Sponsors: Administration & Finance Committee

During discussion, the Committee noted that the disclaimer, that will be added to all outgoing city emails, is quite lengthy and wondered if it could be condensed. However, Ald. Lajsic commented that it wasn't up to the Committee to determine the language, it's as specified by the City Attorney. In essence, the Committee asked it be noted that their recommendation for adoption of the resolution and approval of the amended policy is as directed by the City Attorney.

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

13. [R-2014-0349](#) Resolution for inclusion under the State of Wisconsin Deferred Compensation Program.

Sponsors: Administration & Finance Committee

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

14. [R-2014-0352](#) Resolution to approve a Demonstration Commercial Facade Improvement Project Grant Contract by and between the City of West Allis and MCH Properties, LLC, property owners for the property located at 8004-8010 W. National Ave. in an amount not to exceed \$28,050.

Sponsors: Administration & Finance Committee

A motion was made by Ald. Haass, seconded by Ald. Probst, that this matter was Recommended For Adoption. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

15. [2014-0656](#) Director of Finance/City Comptroller submitting reports for the 3rd quarter of 2014 indicating City of West Allis checks issued in the amounts of \$3,670,739.03 for July, \$3,899,568.34 for August and \$3,314,677.82 for September.

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

16. [2014-0663](#) 2015 City of West Allis Mayor's Recommended Budget.

This matter was Held.

- 16a. [2014-0685](#) Communication from Mayor Devine recommending the appointment of Ms. Rebecca Grill as the City of West Allis City Administrator.

This matter was Held.

City Attorney Claim Report

17. [2011-0526](#) Mr. Gregory Zelewski communication regarding Jan Zelewski and injuries allegedly sustained on the sidewalk in front of the West Allis Farmer's Market parking lot on August 23, 2011.

This matter was Recommended to be Placed on File on a Block Vote

18. [2012-0581](#) Summons and Complaint in the matter of Bank of America, N.A., vs Candida Held, et al, regarding foreclosure of mortgage, Case No. 12-CV-011441.

This matter was Recommended to be Placed on File on a Block Vote

19. [2013-0637](#) Summons and Complaint in the matter of Wisconsin Housing and Economic Development Authority vs. Debra M. Heisler, et al regarding foreclosure of mortgage, Case No. 13CV010181.

This matter was Recommended to be Placed on File on a Block Vote

20. [2014-0237](#) Ebony Evans communication regarding personal property damage allegedly sustained at 7210 W. Greenfield Avenue on February 14, 2014.

This matter was Recommended to be Placed on File on a Block Vote

21. [2014-0483](#) Cristian Otero communication regarding vehicle damages allegedly sustained at approximately 2030 S. 116 Street on July 18, 2014.

This matter was Recommended to be Placed on File on a Block Vote

22. [2014-0493](#) Acura of Brookfield communication regarding vehicle damages allegedly sustained on July 12, 2014.

This matter was Recommended to be Placed on File on a Block Vote

23. [2014-0506](#) Anthony Lopez communication regarding vehicle damages allegedly sustained at approximately 2030 S. 116 Street on July 18, 2014.

This matter was Recommended to be Placed on File on a Block Vote

24. [2014-0507](#) Patrick J. Coakley communication regarding vehicle damages allegedly sustained at 2410 S. 82 Street on June 19, 2014.

This matter was Recommended for Denial on a Block Vote

25. [2014-0544](#) Sandra Schaff communication regarding property damage allegedly sustained at 2259-2261 S. 59 St. on July 31, 2014.

This matter was Recommended to be Placed on File on a Block Vote

26. [2014-0558](#) Trover Solutions, Inc. communication, on behalf of METLIFE, William Nicely request for payment relative to an accident allegedly sustained on June 17, 2014.

This matter was Recommended for Denial on a Block Vote

Passed The Block Vote

A motion was made by Ald. Probst, seconded by Ald. Lajsic, to approve all the actions on the preceding items on a Block Vote. The motion carried by the following vote:

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

27. [R-2014-0342](#) Resolution to approve the Year 2015 Operating Plan for the Downtown West Allis Business Improvement District and to adopt the Special Assessment Method as stated therein (Final).

Sponsors: Administration & Finance Committee

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

Aye: 5 - Ald. Vitale, Ald. Haass, Ald. Lajsic, Ald. May, and Ald. Probst

No: 0

D. ADJOURNMENT

A motion was made by Ald. Lajsic, seconded by Ald. Probst, that the meeting be adjourned at 9:50 p.m. The motion carried unanimously.