



# City of West Allis

## Meeting Minutes

### Administration & Finance Committee

*Aldersperson Kevin Haass, Chair*

*Aldersperson Martin J. Weigel, Vice-Chair*

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

Tuesday, February 6, 2018

8:15 PM

City Hall, Room 128  
7525 W. Greenfield Ave.

#### RECESS MEETING (draft minutes)

#### A. CALL TO ORDER

*Chair Haass called the meeting to order at 8:15 p.m.*

#### B. ROLL CALL

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

#### Others Present:

*Scott Post, City Attorney; Peggy Steeno, Director of Finance; Patrick Mitchell, Police Chief; Mason Pooler, Fire Chief; Sally Nusslock, Health Commissioner; Tony Warkoczewski, IT Director; Rebecca Grill, City Administrator.*

#### 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

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

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

**No:** 0

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

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

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

**No:** 0

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

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

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

**No:** 0

22. [2018-0065](#) Sam's Club notification of facility closure at 1540 S. 108 St., on January 26, 2018.

**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

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

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

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

**No:** 0

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

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

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

**No:** 0

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

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

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

**No:** 0

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.

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

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

**No:** 0

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.

**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

### 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.

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

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

**This matter was Recommended for Denial on a Block Vote**

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.

**This matter was Recommended for Denial on a Block Vote**

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.

**This matter was Recommended for Denial on a Block Vote**

### Passed The Block Vote

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

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

**No:** 0

## D. CLOSED SESSION

*At 8:20 p.m., Chairperson Haass stated it was the intention of the Committee to vote on a motion to convene in closed session to confer with the City Attorney on the settlement of the Michael and Lillian Raymond claim, 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)(g), which authorizes a governmental body, upon motion duly made and carried, to meet in closed session to confer with legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*

**A motion was made by Ald. May, seconded by Ald. Weigel, to convene in closed session at 8:20 p.m. The motion carried by the following vote:**

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

**No:** 0

*City Attorney Scott Post discussed the Raymond claim and provided settlement recommendation. He responded to questions and comments from Committee members. The Committee consensus was to proceed with the proposed settlement recommendation as presented by Mr. Post.*

*Upon conclusion of the closed session, at approximately 8:26 p.m., the Administration & Finance Committee reconvened in open session at said time and place to consider its public agenda, including motions to recommend approval or rejection of above-listed deliberations or any of the public agenda items that have not been acted upon.*

## C. NEW AND PREVIOUS MATTERS

### 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.

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

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

**No:** 0

## E. ADJOURNMENT

*A motion was made by Ald. Roadt, seconded by Ald. Weigel, that the meeting be adjourned at 8:27 p.m. The motion carried unanimously.*