

53.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2008-0105	Communication	In Committee
City Attorney's Communication Requesting Approval for Destruction of Public Records in the City Attorney's Office.		
Introduced: 3/4/2008		Controlling Body: Advisory Committee

APPROVAL

COMMITTEE RECOMMENDATION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR - 4 2008	_____	_____	Barczak	✓			
	_____	_____	Czaplewski				
	_____	✓	Dobrowski	✓			
	_____	_____	Kopplin				
	_____	_____	Lajsic				
	_____	_____	Narlock				
	_____	_____	Reinke	✓			
	_____	_____	Sengstock				
	_____	✓	Vitale	✓			
_____	_____	Weigel	✓				
		TOTAL		5			

SIGNATURE OF COMMITTEE MEMBER

Reinke _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION

approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
3/4/08	_____	_____	Barczak				
	_____	_____	Czaplewski				
	_____	_____	Dobrowski				
	_____	_____	Kopplin				
	_____	_____	Lajsic				
	_____	_____	Narlock				
	_____	✓	Reinke				
	_____	_____	Sengstock				
	_____	_____	Vitale				
_____	_____	Weigel					
		TOTAL					

unanimous



OFFICE OF THE CITY ATTORNEY

Scott E. Post
City Attorney

Sheryl L. Kuhary
Jeffrey J. Warchol
Assistant City Attorneys

February 21, 2008

Mayor and Common Council
City of West Allis

RE: Destruction of Public Records

Dear Mayor and Council Members:

Pursuant to Section 19.21(4) of the Wisconsin Statutes and Section 1.09 of the West Allis Revised Municipal Code, this is notice to you that the City Attorney's Office intends to destroy certain obsolete public records identified in the box listings attached hereto. None of the records involved are required to be preserved by ordinance or resolution of the Common Council.

We are required to provide sixty (60) days written notice of our intent to the Common Council and the Wisconsin State Historical Society.

Should you have any questions about the records involved, please so advise.

Thank you for your prompt consideration of this request.

Sincerely,

Scott E. Post
City Attorney

SEP:da
Attachments
H/Destruction of Records

BOX 14

TO BE DESTROYED

Closed 2/20/08

DEPARTMENT OF DEVELOPMENT

900 – 004 Economic Development Loans (Block Grant Loans)

004(u) Monopanel Technologies, Inc. Econ. Dev. Loan
004(x) Pressed Steel Tank Co., Inc. Block Grant Program
004(y) Converted Producats, Inc. Econ. Dev. Loan
004(ad) WINS – Wis. Independent Network Sports
004(ae) Joseph R. McGaver (Allis Tool and Machine)
004(af) Carol L. Bohringer (Sammy's Red Hots)
004(ag) Amalga Composites, Inc.
004(ah) A-C Equipment Services Corporation
004(ai) Amalga Composites, Inc.
004(aj) Connoisseur House of Chocolates, Inc.
004(ak) ReGenco, LLC
004(al) Pressed Steel Tank Company, Inc.
004(am) Advertoprint, Inc.
004(an) Rokamco Distributing, Inc.

900-008(u) State Fair Park/\$45M (Industrial Development Revenue Bonds)
900-014 Boldt Development – Theodore Trecker Way
900-024 Wehr Steel
900-037 City of West Allis Proposed Sports Complex
900-056 Land Use Planning for Wis. State Fair Park
900-069 Hazardous Mitigation Grant Prog. Disaster Applic (11300 W. Cleveland Ave)
900-070 Consent to Assignment CDA/CWA/Opus North to Akorn, LLC
900-075 Façade Demonstration Project/Craig St. Onge

1000 – Engineering Division

01(b) Correspondence
038 Treml Sales & Service
039 Engineering Serv. Agrmnt/Home Depot U.S.A., Inc.
041 Prof. Serv. Agrmnt/Consoer Townsend Envirodyne/City Reservoir
043 Improvement of S. 56 St.
044 Railroad Permit for Pipeline Crossing
047 Contract Bonding Requirements
050 Parking Restriction on State Trunk Highways (Highway 100)

BOX 15

TO BE DESTROYED

Closed 2/20/08

ACCOUNTING DIVISION

100-001(b) Correspondence
100-012 Bankruptcy with Regard to Water Bills
100-013 Ron Zizzo – Short Term Loan

CITY ADMINISTRATIVE OFFICE

200-005(i) Insurance Coverage of Infant Car Seat Programs
200-014 Administrative Work Group
200-020 City Hall Meeting Room Policy/Literature Dist Policy
200-028 10-Year Capital Improvement Program
200-031 Consolidation of City Clerk/Treasurer Positions
200-032 Credit Card Agreements
200-034 Agreement with Wisconsin Correction Service
200-040 Loans to Municipal Employees
200-043 Summary of Negotiated Settlement with Professional Nurses Local 5038
200-046 Aurora Health Care PPT Requirements
200-053 Refund Intercept Program

ASSESSOR'S OFFICE

300-012 Personal Property Tax Exemption Memos
300-024 Robert Mesner – City Assessor
300-027 James R. Siebers – City Assessor

ATTORNEY'S OFFICE

400-040 Muni Liability for Recreation & Park Programs
400-045 Public Records and Meetings
400-047 Conflict of Interest: Municipal Attorneys Representing City Employees
400-061 Attorney's Web Page

BUILDING & ZONING DEPARTMENT

500-031 W.A. Code Enforcement Procedures Research Results

CABLE COMMUNICATIONS OFFICE

600-013 Agreement between CWA and West Allis/West Milw School Dist
600-014 Agreement between CWA and West Allis Community Comm Corp
600-015 Citizen Complaint against Marcus Cable
600-016 Time Warner Cable Ventures

CLERK'S OFFICE

700-004 Term Limits
700-007 Legistar Working Groups
700-008 Bath, Lisa – Disciplinary Action
700-009 Redistricting 2001

BOX 16

TO BE DESTROYED

Closed 2/20/08

3300 - COMMON COUNCIL

- 010(ak) Purchasing Ordinance
- 010(al) Architectural Control Ordinance
- 010(am) Inflow Prevention Ordinance
- 010(an) Downtown Sign Ordinance

- 012(a) Miscellaneous Resolutions
- 012(b) Condolence, Congratulatory 1985
- 012(c) State Fair \$.10 Fee 1987
- 012(d) Co-counsel 1978
- 012(e) Community Development 1980
- 012(f) Energy-Heat Price Controls 1980
- 012(g) State Shared Revenues 1980
- 012(h) guidelines for filling Temporary Vacancies in Management Positions

- 019 Public Records Law
- 020 Video Presentations

3301 – Administration and Finance Committee

- 3301-001(b) Correspondence

3302 – Advisory Committee

- 3302-001(b) Correspondence

330³~~2~~ – License & Health Committee

- 3303-008 Suspension and Revocation (Tavern)
- 3303-009 1955 South 108 Street – Coco's Deed Restrictions
- 3303-010 Massage Therapy
- 3303-011 Adult Oriented Establishments

3304 – Public Safety Committee

- 3304-001(b) Correspondence
- 3304-005 Traffic Violation & Accident Review Policy

3305 – Public Works Committee

- 3305-001(b) Correspondence
- 3305-002 Denial of Driveway Curt Cut for the Property at 1304 S. 63 (Dakota)

Supreme Builders Purchase & Sale Documents/Closing Documents

BOX 17

TO BE DESTROYED

Closed 2/20/08

1100 – Fire Department

- 030 Medical Certification Form
- 056 Labor Arbitration – Retirement Contribution
- 058 Labor Arbitration – Capt. Zalar Issue
- 061 State Fair Park (BLS)
- 065 Estate of Emil A. Kraus – Paramedic Div.

1300 – Housing Division

- 027 Discrimination Complaint (Albert Moore)
- 028 Beloit Road elderly Housing
- 029 Discrimination Complaint (Vivian Kidd)
- 032 Discrimination Complaint (Vernon A. Cornelius)

1500 – Mayor's Office

- 002 Recommended Budget (Current Year)

1600 – Human Resources (Personnel)

- 036 Part-Time Employment Policy 1985/1991 (Residency and Procedures)

3300 – Common Council

- 011 President – Succession in Office 1982

3400 – Community Development Authority

- 001(a) Correspondence
- 003 A/C Equipment Services/Development Revenue Bonds
- 005 Brownfield Assessment Demonstration Pilots

3528 – RR/Spurtracks

- 01 Briggs & Stratton – Spur Tracks
- 03 C&NWRV 84 St.
- 04 PFM Group LLC/W Rogers betw S. 114 & S. 116 Sts.
- 05 So Line Railroad Company/Release of Track Easement
- 06 Agreement Between CWA and Union Pacific Railroad

Sample of Hazardous Waste agreements
Contracts/Services